

A circular collage of Detroit landmarks. The central image is the Spirit of Detroit statue, a large bronze figure holding a torch and a globe. To the left is the Spirit of the American People statue, a group of figures. Below the central statue is the Ford Rock Cafe, featuring a large guitar-shaped sign. To the right is the Spirit of Detroit statue, a group of figures. The background includes the Spirit of Detroit statue, the Spirit of the American People statue, the Ford Rock Cafe, and the Spirit of Detroit statue.

a "WORLD" of information

ADMINISTRATIVE HEARINGS

561 E. Jefferson Ave. (48226)

(313) 224-0098

The Department of Administrative Hearings (DAH) was established on January 1, 2005, as a major component of Mayor Kwame Kilpatrick's "CLEAN" program aimed at stamping out blight in the city. The DAH is a quasi-judicial body that adjudicates blight violations in Detroit. Mayor Kilpatrick shares the belief with many Detroit residents that ordinance violations are really quality-of-life issues for the city's residents. Blight violations have a major impact on the quality-of-life for Detroit citizens. For this reason, Mayor Kilpatrick worked successfully to change state law to allow the city to create this new, innovative quasi-judicial approach to municipal ordinance enforcement: the DAH.

The DAH is an independent department of the city of Detroit. The Director of the DAH is appointed by the Mayor and also serves as the Chief Hearings Officer. The department is divided into the Property Maintenance Division, the Zoning Division and the Illegal Dumping/Solid Waste Division. Licensed attorneys serve as administrative hearing officers.

Property maintenance, zoning, illegal dumping and solid waste ordinances are now within the jurisdiction of the DAH. Previously, these types of cases were heard in the 36th District Court. Cases that come before the DAH include violations of building, zoning, health, sanitation and environmental ordinances.

The Property Maintenance Division of the DAH hears cases filed by Buildings and Safety Engineering. In these cases, Blight Violation Notices are issued by building and health inspectors and by police officers. Violations in these cases include, but are not limited to:

- failure to obtain certificate of compliance.
- failure to obtain a certificate of rental registration.
- rat harborage.
- failure to remove snow and ice.
- inoperable vehicles.
- failure to maintain exterior of property.
- failure to comply with emergency orders.

The Zoning Division of the DAH hears cases filed by Buildings and Safety Engineering. In these cases, Blight Violation Notices are issued by building inspectors. Violations in these cases include, but are not limited to:

- violations of special land use grants.
- change of land use without a permit.
- change of building use without a permit.
- failure to obtain the required certificate of maintenance of grant conditions.

The Illegal Dumping and Solid Waste Division of the DAH hears cases filed by the Department of Environmental Affairs. Blight Violation Notices in these cases are issued by health and environmental inspectors, police officers and Neighborhood City Hall managers. Violations in these cases include, but are not limited to:

- early or late placement of curbside containers at the curb.
- improper set-out of bulk waste.
- improper storage of solid waste.
- animal and fowl excrement violations.
- illegal dumping.

Blight is not just an urban issue. In surveys across the nation, residents have ranked blight-related offenses among one of their top concerns. The Mayor has made combating blight violations a priority. The Department of Administrative Hearings DAH provides a legal forum where such cases are heard in a fair, expedient and cost-effective manner.

DAH FEE SCHEDULE

Administrative Fee.....	\$20.00
Motion Fee.....	\$20.00
Subpoena Fee.....	\$25.00
Appeal Processing Fee.....	\$25.00
Copies.....	\$0.50 per page

AIRPORT DEPARTMENT

11499 Conner (48213)

(313) 628-2146

The Detroit City Airport was renamed the Coleman A. Young Airport in honor of the late Mayor of Detroit, Coleman A. Young, in 2003.

Since 1927, the Coleman A. Young Airport has played an integral role in Metropolitan Detroit's regional transportation system. The airport first served as the region's only air carrier facility, providing Detroit with a gateway to cities throughout the North American continent.

Today, the Coleman A. Young Airport is an aviation center providing services to citizens of Detroit as well as those of all Southeastern Michigan. The airport is a port of entry and U.S. Customs/Immigrations provide services to arriving flights requiring customs clearance.

The airport is managed by a staff of employees, including a director. The Airport Department has the responsibility for holding land for the Coleman A. Young Airport. The director recommends the enactment of ordinances designed to safeguard the public upon, or beyond the limits of private airports, landing fields or other facilities within the city or its police jurisdiction, against the perils and hazards of aerial navigation.

The airport has its own fire station, maintenance and administrative support staff. Among its tenants are car rentals, aircraft fuel service operator, certified flight instructors, freight and charter operators and aircraft repair service.

The Airport encompasses 263 acres with two runways and associated taxiway systems. The primary runway, 15/33, is 5,100 feet long with a full instrument landing system. The secondary runway is 4,100 feet long for visual flight operations, exclusively. Both runways are 100 feet wide. The Airport is available for aircraft operations 24 hours - 365 days a year.

Geographical location is the airport's biggest advantage. Surrounded by light and heavy industry and only five miles from the downtown business center, the airport is ideally suited to service business travelers.

(City Charter Chapter 4)

ARTS DEPARTMENT

THE DETROIT INSTITUTE OF ARTS

5200 Woodward Avenue (48202)

(313) 833-7900

The Arts Department is headed by a seven-member commission. The Arts Commission and The Detroit Institute of Arts are the successors to the original Detroit Museum of Art as created by the charter of 1918. On January 1, 1998, an Operating Agreement between the City of

Detroit and the Detroit Institute of Arts took effect. Under terms of this agreement, the Founders Society Detroit Institute of Arts, reconstituted as The Detroit Institute of Arts, Inc., became an independent contractor to the City of Detroit and accepted responsibility to manage and operate The Detroit Institute of Arts. Detroit Institute of Arts assets, including the art collection, museum facility, land, etc., are retained by the City of Detroit.

The Arts Commission is appointed by and serves at the pleasure of the mayor. No person will be eligible for appointment if they are not citizens of the United States. Commission members serve four-year terms without compensation, and are responsible for oversight of the Operating Agreement and approval of The Detroit Institute of Arts Director and Deputy Director appointments.

The Detroit Museum of Art had its origin in the Art Loan exhibition in 1883, soon after which, by the active efforts of the public-spirited citizens, \$100,000 was raised by popular subscription to erect and equip a Museum of Art. This was followed shortly by a donation of the property at the corner of Jefferson Avenue and Hastings Street. The paintings and other collections were valued at more than \$1,000,000 at the time they were conveyed to the city in 1918. The present building of The Detroit Institute Arts on Woodward Avenue was dedicated in October 1927. This building is adapted from the style of the Italian Renaissance and is built of Vermont marble. It was erected by the people of Detroit at a cost of about four million dollars. The Ford Wing of the museum financed entirely by the city of Detroit was opened in October 1971.

The museum is arranged by major curatorial departments-Africa, Oceania and Indigenous Americas, American Art (before 1950), The Arts of Asia and the Islamic World, Contemporary Art (after 1950), European Art (before 1950), General Motors Center for African American Art and Graphic Arts. There also is an Education Department, Conservation Services Laboratory, Detroit Film Theater, Research Library, Museum Shop and Cafe DIA Dining Facility. In addition to its permanent collection, the Art Institute offers special exhibitions, lectures, concerts and other special events and gallery talks on the history and enjoyment of art. Guided tours in the museum and slide lecture in schools are offered by appointment. Individual and family memberships to The Detroit Institute of Arts are available.

Department Publications include:

- ***Your DIA -Magazine*** is published monthly and mailed to all members; also available at the museum information desk (free).
- a bulletin of The Detroit Institute of Art -- three issues annually, including an ***Annual Report***, is available by subscription: \$16 a year (\$10 for members).
- at intervals, catalogues and smaller publications for exhibitions originated by the DIA.
- Gallery ***Information Sheets***-available without charge in principal galleries of the DIA.
- miscellaneous brochures on various departmental programs.
- **Admission:**
 - \$8 per adult
 - \$4 per youth (ages 6—17)
 - \$6 seniors
 - Members get in free
- hours: 10:00am-5:00pm Wednesdays and Thursdays
10:00am-10:00pm Fridays
10:00am-6:00pm Saturdays
Closed Mondays, Tuesdays and most Holidays

(Detroit City Charter Sec. 7-301)

AUDITOR GENERAL

208 Coleman A. Young Municipal Center (48226)

(313) 224-3101

The Auditor General is appointed for a ten-year term by a majority of the City Council members. The Auditor General must be a Certified Public Accountant. Any person having held the position of Auditor General is not eligible for reappointment. The Auditor General may hold no other city, county or state office concurrently.

Among the duties of the Auditor General as prescribed by the Detroit City Charter or City Ordinances are:

1. To make audits of the financial transactions of all city agencies at least once every two years or as otherwise directed by the City Council. The Auditor General will have access to the financial and other records of all City agencies anytime;
2. To make a full report to the City Council of each individual audit and file a copy with the Mayor;
3. To make a report of the financial position of the city as soon as possible after the close of each fiscal year;
4. To investigate the administration and operation of any city agency and report findings and recommendations to the City Council and the Mayor;
5. To make reports to City agencies of irregularities of practice and erroneous accounting methods with recommendations for improving the accounting procedures and systems of the agencies;
6. To settle all disputed claims in favor of/or against the city to the extent and in the manner provided by ordinance. Once a claim is disallowed by the City's Law Department, the claimant may appeal that claim to the Auditor General by using forms available from the Law Department. The Charter requires that no legal proceedings may be brought upon a claim within the jurisdiction of the Auditor General, until the claim is rejected by the Auditor General or until six months have elapsed from the time of filing the claim with the Auditor General;
7. To perform an analysis of the Mayor's proposed budget annually for the City Council;
8. To serve as a member of the Risk Management Council which evaluates and makes recommendations to the Mayor and City Council concerning the effectiveness of risk management functions within the city.
9. To serve as chairperson on the Vehicles for Hire Commission for taxicab operators and limousines.
10. To serve as chairperson of the Towing Rate Commission which regulates rates of tow trucks operating for the City of Detroit.

(Detroit City Charter Secs. 4-201 to 4-206)

BUDGET DEPARTMENT

1100 Coleman A. Young Municipal Center (48226)
(313) 224-6260

The Budget Department is established as a City Charter mandated Executive Branch staff department. The Budget Department staff provides the Mayor and the City Council with both long and short term financial planning data, assists in the preparation of the operation and capital budgets, monitors City operations, and supervises and controls the expenditure of funds. Budget staff also conducts management audits and helps maintain various computerized information and control systems.

Additionally, Budget Department staff processes and monitors all City of Detroit employee travel arrangements connected with training and government related conferences. Other responsibilities include monitoring and processing telecommunication usage and payments.

The nature of the activity as a staff department limits direct contact with citizens to responding to requests for budgetary financial information. Questions from citizens are usually received by telephone and available information is provided promptly. Information is also provided to other municipalities and to monitoring groups on request.

Official publications include the annual **City of Detroit Budget**, and the biennial **Capital Agenda**. The **Capital Agenda** is a proposed five year plan which reflects an attempt to schedule and prioritize major public and private physical improvements in the City of Detroit. Although there is no charge for any Budget Department publication, these documents are available only in very limited quantities. Copies for public use are available at the Main Library and the office of the Budget Department. The Budget Department also prepares Executive and other summary publications which are available from time to time.

(Detroit City Charter Secs. 6-101 to 6-103 and Secs. 8-201 through 8-301)

BUILDINGS AND SAFETY ENGINEERING DEPARTMENT

401 Coleman A. Young Municipal Center (48226)
(313) 224-3250

History

Building permits were first issued in 1877 under provisions of ordinance enforced by several Departments. The first official Building Code was enacted in 1911. The Buildings and Safety Engineering Department (B&SE), with its several divisions, was established when the old City Charter became effective in 1918. The B&SE Department has quasi-police powers for enforcing the various ordinances under its jurisdiction, and operates under a director appointed by the Mayor. These ordinances provide for the health, safety and welfare of the people. The State of Michigan enacted Public Act 230 of 1972 that mandated the adoption of a National Construction Code with local amendments by all Code enforcement agencies in Michigan. The City adopted BOCA codes with local amendments as its construction codes. The State of Michigan enacted Public Act 54 of 1986 that mandated certain minimum qualifications and State Registration by Inspectors, Plan Reviewers and Building Officials. City inspectors, plan reviewers and building officials are State registered. In 1999 the State of Michigan enacted Public Act 245 of 1999 that required that a single construction code adopted by the State be enforced throughout Michigan. Today, the B&SE Department enforces those single construction codes and other City Ordinance pertaining to the building environment.

Organization

The Organizational Structure of the Department changes to suit the effective enforcement of the codes and ordinances. The department is made up of several divisions and units within divisions, all under the management of the Administrative Division. The main divisions are the Plan Review Division, Buildings Inspection Division, Mechanical/Electrical Inspection Division, Housing/ Plumbing Inspection Division, Property Maintenance Division and Licenses/Permits Division. Of the approximate 275 employees, nearly 120 are engaged in inspection work. Inspection work is done on a permit, referral, license, complaint or area basis.

DEPARTMENTAL ADVISORY BOARDS AND COMMITTEES

- Board of Rules
- Board of Appeals
- Administrative Committee
- Drain Layer Contractors Examining Board
- Electrical Examining Board
- Wrecking Board of Examiners
- Special Land Use/Hearing

Codes and Ordinances Enforced

- The Department enforces the following codes and ordinances.

State of Michigan Construction Codes

- The following are in effect now. As the State adopts newer codes the city will automatically enforce those in effect at that time.
- Michigan Building Code 2003
- Michigan Barrier Free Code (Contained in the MBC 2003)
- Michigan Residential Code 2003
- Michigan Uniform Energy Code (Contained in the MRC 2000)
- Michigan Rehabilitation of Existing Building Code 2003
- Michigan Electrical Code 2002
- Michigan Mechanical Code 2003
- Michigan Plumbing Code 2003

City Ordinances

- Boiler and Pressure Vessel Ordinance, Ord. #705-G
- Stationary Engineers and Boiler Operators Licensing Ordinance, Ord. #706-G
- Elevator Ordinance, Ord. #A.S.M.E. A17.1
- Property Maintenance Ord. Chapter 9 Art. #1
- Zoning Ord. Chapter #61 approved by City Council May 2005
- Nuisance Abatement Ord. #556-H NOT FUNDED
- Pre-Sale Housing Inspections-Chapter 26, Article III of the 1984 Detroit City Code, as amended, Sales or Conveyances of one or two family dwellings.

Special Land Use/Zoning

Detroit's current Zoning Ordinance, Chapter 61, was adopted by City Council and became effective in May 2005. The Zoning Ordinance dictates which land uses may be legally established and/or expanded in the city's approximately thirty (30) Zoning Districts which fall under one of the following general categories: Residential (R), Business (B), Industrial (M), and several "Special" Districts.

Zoning Ordinance Chapter 61 also includes development standards and requirements including, but not limited to: off-street parking, setbacks, landscaping, screening, fencing, traffic control and architectural/design.

The Special Land Use/Zoning Division conducts and coordinates Site Plan Review for all Conditional Land Uses, certain others, schedules, mails, published and post Notices of Public Hearing for all Conditional Land Uses,. Conducts and chairs such Public Hearings and recommends Conditional Approval (or denial) of such requested Conditional Land Uses.

In addition, the SLU/Zoning Division researches and prepares response letters to requests for Zoning Verification and /or “rebuild” letters and represents B&SE at City Council, the Board of Zoning Appeals, the City Planning Commission, with Developers and the Public and with other organizations and groups as requested.

Permits

It is always advisable to check for permit & zoning requirements prior to when you plan to do the work or have it done by a contractor only. A licensed contractor may only do certain mechanical installations. Remember, most alterations and any additions to a building require a building permit. Also, new or replaced plumbing fixtures, electrical installations, new or replaced oil or gas units, etc. require a permit. Check with your contractor or check with the department to determine whether a permit has or needs to be obtained. Obtaining required permits provides your best protection for satisfactory, properly inspected and approved jobs.

Plan Review Division Performs

- the review of preliminary design plans and final construction plans for all buildings or other structures to assure complete safety of the structures and occupants.
- research of current information on new design methods and materials substantiated by tests when necessary.
- establishing yearly unit construction costs of various types of buildings to be used for construction estimating purposes.
- coordinates the plan review by other various city departments and agencies necessary for the permitting.
- examination of electrical layouts, plans and specifications on all buildings other than one and two-family residences;
- examination of plumbing layouts, mechanical plans and specifications on all buildings other than one and two-family residences.
- examination of all mechanical plans and specifications on all buildings other than one and two-family residences.

Building Inspection

- inspection of new construction, additions, alterations, private demolitions and change of use and occupancy of buildings and other structures.
- Temporary buildings
- Signs and awnings

Mechanical Inspection

Inspection of boilers, pressure vessels, gas, solid fuel and oil burning equipment, space heating distribution systems, refrigerating, air conditioning equipment, elevators, escalators, dumbwaiters, workmen’s hoist, powered service platforms, flammable liquid’s installations, liquified petroleum gases’ systems, anhydrous ammonia systems, hazardous (flammable, toxic or oxidizing) gases systems.

Examination of applicants to be licensed as: Stationary Engineer, Boiler Operator, Refrigeration Operator Refrigeration Journeyman, Elevator Journeyman, Elevator Contractor.

Electrical Inspections

Inspection of all new electrical installations including all changes and additions to existing installations.

Plumbing Inspections/Housing Inspections

Inspection of all new installations, alterations and replacements of plumbing piping and fixtures, as well as all appurtenances and appliances connected with either the water supply, plumbing or drainage system.

Periodic inspection and reinspection of plumbing in all buildings other than one and two-family residences for compliance with the Cross Connection Program, required by the Michigan Department of Environmental Quality.

Investigation of reports of hazardous, unsanitary and defective plumbing and drainage systems.

Housing Inspections

- Issuing Certificates of Compliance and Approval.
- Pre-sale inspections of all one and two-family dwellings based upon guidelines for habitability and livability.
- Repair and own contracts and inspections; NUISANCE ABATEMENT -NOT FUNDED

Property Maintenance Inspections

- Periodic inspections of existing buildings such as churches, schools, factories, theaters, hotels, shelters and commercial buildings
- Inspection of establishments and equipment requiring licensing;
- Zoning Ordinance enforcement
- Blight Infraction enforcement

Dangerous Buildings & Demolition

- Inspection of dangerous and unsafe buildings
- Demolition of those buildings

License and Permits

- Issuance of building, sign, electrical, plumbing, safety engineering (this includes boiler, elevators, refrigeration, etc.) and demolition permits
- Issuance of business and occupational licenses under the jurisdiction of the department
- Registration of builder and contractor occupational licensees
- Issuance of rental registrations
- Billing of periodic inspections made by the division of the department
- Sales of all codes under the jurisdiction of the department
- Maintenance of escrow accounts for housing violations, utility payments and fire insurance

Fees

The department publishes a fee schedule which is available on request.

CABLE COMMUNICATIONS COMMISSION, DETROIT

243 West Congress
Suite 1000, 10th Floor (48226)
(313) 224-2100 (313)224-2411 **FAX**

The Detroit Cable Commission consists of seven commissioners and is charged by ordinance to act as the representative of the City in all matters pertaining to any cable communication system in the City, including monitoring the franchise's compliance with the terms of the franchise and encouraging the production of excess programming.

The Commission staff handles matters directed to it by the Commissioners and is comprised of the community liaison, compliance, government excess programming and the system performance and engineering sections.

The Cable Commission:

1. Monitors the Cable Company's compliance with the terms and conditions of the Franchise Agreement.
2. Investigate the operations of the Company, resolving all reported complaints for the citizens of Detroit as well as any business of entity interfacing with the Company.
3. Makes recommendations for improvement to the system and the company.
4. Encourages the development of Public, Educational and Government access.
5. Monitors subscriber programming service.
6. Assures Company compliance with FCC.
7. Maintains the character generated messages, for Channel 10 of the Cable systems and produces all video programming for that channel.
8. Monitors the cable systems construction schedule and maintenance of.
9. Regulate the Cable Company's Rates in conformance with FCC Regulations, the City Code and Ordinance.

(City Code Chapter 9.5)

(Ord. No. 440-H, Sub. Sec. 1(61A-2-1(c), 4-29-81; Ord. No. 495-H, Sec. 1, 3-17-82)

CITY CLERK

200 Coleman A.Young Municipal Center (48226)

(313) 224-3270

The City Clerk shall be a citizen of the United States and a resident of the city. The City Clerk is elected at the city election held every fourth year on the first Tuesday after the first Monday in November.

A Deputy Clerk is appointed by the City Clerk. In the absence or disability of the City Clerk, or while the position is vacant, the Deputy City Clerk shall exercise all the powers and perform all the duties of the City Clerk.

Among the City Clerk's powers and duties are:

1. To keep the corporate seal and all papers filed in or pertaining to his/ her office.
2. To be clerk of the city council, attend all its meetings, make and preserve a record of all its ordinances, resolutions and other proceedings.
3. To certify when requested under the corporate seal copies of all papers and records in his/her office.
4. To administer oaths and take affidavits.
5. To give such notices of all registrations, elections and to perform duties prescribed in connection with such registration and elections.
6. To supervise elections by virtue of the clerk's position as Chairman of the Election Commission and Chief Election's Officer of the city.
7. To maintain reasonable, accessible voter registration sites throughout the city.
8. To receive nominating petitions filed by a candidate for nomination to an elective city office.
9. The City Clerk is the clerk of the Board of City Canvassers.
10. The City Clerk, under the state law, issues Going-Out-Of Business Sale Licenses.

Citizens Information Section

The Citizens Information Section is a division of the City Clerk's Office that provides information to citizens relative to public services and refers them to the proper department.

Publications Available

The City Clerk's Office has the following publications available to the public:

1. Detroit City Code, \$155.00
2. Supplements to the Detroit City Code, \$25.00
3. Detroit City Charter, \$6.00
4. Weekly Journal of the City Council, \$30.00 (for the year)
5. Bound volume of the Journal of the City Council, \$40.00
6. Directory of Officials, FREE
7. Municipal Manual, FREE
8. Quit Claim Deeds, \$1.25
9. District/Precinct Maps
Small 12.00 Large 18.00

CITY CLERKS FROM 1824

Voltaire Spaulding	1824 to 1826
John J. Deming.....	1827 to 1830
John L. Whiting	1831 to 1832
John Winder.....	1833 to 1834
Felix Hinchman.....	1835
George Byrd.....	1836 to 1839
Caleb F. Davis.....	1840 to 1842
Robert E. Roberts.....	1843 to 1848
J. Van Rensselaire.....	1849, 1850
Amos T. Hall.....	1850
Daniel Munger	1851, 1852
Horace S. Roberts	1853
Richard Starkey.....	1854 to 1857
Francis W. Hughes.....	1858, 1859
Rolin C. Smith	1860, 1861
Herman A. Lacey	1861
Francis Parmstaller	1862 to 1865
Henry Starkey	1866 to 1871
Charles H. Borgeman.....	1872 to 1877
Louis Dillman	1878 to 1881
Alex A. Saenger.....	1882 to 1885
William T. Dust	1886, 1887
Aug. G. Kronberg	1888 to 1891
Charles R. Forster	1892 to 1895
John A. Schmid.....	1896 to 1902
George T. Gaston.....	1903 to 1908
Charles A. Nichols.....	1909 to 1912
Richard Lindsay	1913 to 1925
Richard W. Reading.....	1926 to 1937
Fred W. Castator	1938 to Nov. 23, 1940
Thomas D. Leadbetter.....	Nov. 23, 1940 to Jan. 5, 1970
George C. Edwards	Jan. 6, 1970 to Dec. 31, 1973

James H. Bradley	Jan. 1, 1974 to 1993
Jackie L. Currie	Jan. 1, 1994 to 2005
Janice M. Winfrey	Jan. 1, 2006 to

(Detroit City Charter Sec. 3-103)

CITY COUNCIL

1340 Coleman A. Young Municipal Center (48226)
(313) 224-3443

The Detroit City Council, one of the country's few full-time city legislative bodies, consists of nine (9) members elected at large for a four-year term. The City Council was first constituted as the legislative body of the city in 1824 (replacing a Board of Trustees) and was called the Common Council until July 1, 1974. The Council Member receiving the highest number of votes is President of the Council and the Council Member receiving the next highest number of votes is President Pro Tempore.

If a vacancy occurs on the City Council thirty (30) days or more before the filing deadline for general election in the city or special citywide election, the vacancy shall be filled at that election for the remainder of the unexpired term. If a vacancy occurs on City Council less than thirty (30) days before the filing deadline for a general election in the city or special citywide election, the vacancy shall not be filled until the subsequent general election in the city or special citywide election.

Council Members must be citizens of the United States, a resident of the city and at least 18 years of age at the time of filing. Compensation of Council Members is set by the Elected Officials Compensation Commission.

The City Council adopts such rules as it deems necessary to govern its procedure and order of business. The City Council provides for the keeping of a journal of its proceedings. The journal is a public record. The City Clerk is Clerk of the Council.

The council adopts the City's annual budget thereby establishing city government's service programs and objectives for the year. Following the submittal of the Mayor's proposed budget to City Council, council evaluates departmental objectives and performance to determine spending and program priorities for the delivery of city services.

Based on monitoring and investigation of the day-to-day operation of city government, the council makes and amends the laws (ordinances) to govern the operation of the city. Some of the day-to-day Council activities are:

1. Approval of contracts involving city business.
2. Approval of changes in the city's budget.
3. Approval of the sale or disposition of city property.
4. Approval of the settlement of civil litigations involving the city.
5. Receiving complaints, petitions and reports affecting the operation of the city or the well-being of its citizens.
6. Advocating for the city's and Detroiters at other levels of government via resolutions, testimony and statements for the record.

The City Council monitors the administration of city government and city departments to see that laws and programs are operating effectively and in the best interest of citizens. Assisting in this task is an Auditor General appointed by City Council to a ten-year non-renewable term to make periodic audits of all city agencies; an Ombudsman appointed by City Council for a ten-year non-renewable term to investigate complaints against city departments, make recommendations and work with city departments to find solutions; a City Planning Commission appointed by City Council to advise on the social, physical and economic aspects of planning and development

matters; a Historic Designation Advisory Board appointed by the City Council to advise on designation of historic sites and districts; a Research and Analysis Division to provide research and advice on matters requiring legislative action; and a Fiscal Analysis Division to research the fiscal implications of pending actions and advise on matters impacting the city budget. The directors of all divisions are appointed by City Council. The Council also appoints the Director of the Board of Zoning Appeals as well as the seven members of the BZA. The Council also appoints the nine member Board of Review which hears appeals of assessments of property taxes and appeals for hardship exemptions.

City Council must approve the Mayor's appointees to the Board of Police Commissioners, the Human Rights Department and the Director of the Law Department. The Council nominates five members for the Cable Commission and the Mayor selects four.

The City Council President serves on the Board of the Detroit Transit Corporation and ex officio on the Employee Benefits Board as well as the Executive Committee of the Southeast Michigan Council on Governments. The City Council President also chairs all formal sessions, evening community meetings and executive sessions of the Council.

City Council has one representative each on the General Retirement Pension Board and the Police and Firefighters Pension Board.

As mandated by the City Charter, City Council holds eight community meetings in the evening in various geographic areas of the city. The City Planning Commission arranges these meetings for Council.

Right of Petition

Anyone who wishes to address a meeting of the City Council or the City Council sitting as Committee of the Whole, on any item appearing on a published calendar, but not scheduled as a public hearing may file a brief written notice of request with the City Clerk not later than 4:00 p.m. the day immediately preceding the scheduled meeting to which the request pertains. The notice should include the identity of the person making the request and the subject matter to be addressed. Such people may, at the discretion of the City Council, be allowed to address the council. Except by unanimous consent of Council Members present, permission will not be given to address subject matter which has previously appeared on a published calendar. It is left to the discretion of the presiding Council Member to determine when a person who is entitled or permitted to address the meeting shall be heard and to impose a reasonable limitation on the time allotted to hear such persons.

(Detroit City Charter Sec. 4-101 to 4-120)

CITY PLANNING COMMISSION

202 Coleman A. Young Municipal Center (48226)
(313) 224-6225

The City Planning Commission is a support agency of the City Council that has several major functions. Under Sections 4-401 to 4-403 of the Detroit City Charter, the Commission reviews and makes recommendations to the City Council on a number of matters, including: the Mayor's proposed Master Plan of Policies for social, economic and physical development; the five-year Capital Agenda and Annual Budget; development of renewal projects; proposals for community development and neighborhood conservation; proposals for acquisitions and disposition of public real property; and proposed Zoning Ordinance amendments.

The City Planning Commission also acts as the Zoning Commission for the City of Detroit pursuant to Section 125.584 (MSA 5.2934) of State Act 207 of the Public Acts of 1921 as amended and in accordance with Article II, Section 62-2-11 of Ordinance 390-G, the Zoning Ordinance of the

City of Detroit. In this capacity, the Commission processes and evaluates all proposed amendments to the Zoning Ordinance; holds the state-required public hearing; and undertakes design review of buildings and signs in designated areas.

The City Planning Commission is also responsible for the review and recommendation of proposals for the Neighborhood Opportunity Fund. In this capacity, it is advised by an eleven-member Citizen Review Committee (CRC) which was established in 1978 by City Council for the primary purpose of reviewing proposals addressing neighborhood improvements and services.

The City Planning Commission includes a Community Organizing unit which assists neighborhood groups with training and technical assistance in leadership and staff development, problem solving and goal setting, as well as management, marketing, financing and mechanics of housing rehabilitation and new construction.

The kinds of services provided by the Commission include opportunities for input at public hearings; information on zoning of particular parcels and on the process of rezoning parcels or otherwise amending the Zoning Ordinance; information on uses permitted in zoning districts and other zoning requirements; general information on development projects; specific information on projects pending before the City Council or acted on by the Council; and assistance in proposal preparation and community organizing. The Commission office appreciates being informed when citizens have concerns about development taking place in their area. The Commission monitors projects approved by the City Council and holds workshops for community groups on proposal writing, project monitoring, and organizational development.

Brochures explaining the role and responsibilities of the Commission and its community organizing services are available at no cost, as well as a Biennial Report which provides a summary of the Commission's work.

(Detroit City Charter Secs. 4-401 to 4-403)

CIVIC CENTER DEPARTMENT

Cobo Conference/Exhibition Center
One Washington Boulevard
Detroit, Michigan (48226)
(313) 877-8111

The Civic Center Commission was created in April 1957 by a charter amendment and was then designated as the Civic Center Department upon implementation of a new city charter in July 1974. The Commission consists of seven members appointed by the Mayor. They serve a term of five years without compensation and are subject to removal at the will of the Mayor. Any vacancy is filled by the Mayor for the remainder of the unexpired term. The commission acts in an advisory capacity.

The Mayor appoints a Director and Deputy Director to administer the activities of the Civic Center Department. The Department is charged with the administration, operation, maintenance and promotion of Civic Center facilities for the economic, social and cultural benefit of the Metropolitan Detroit community. Those facilities include: Cobo Conference/Exhibition Center, Hart Plaza, Henry & Edsel Ford Auditorium, Cobo and Joe Louis Arena and Veterans Memorial Building.

Most of the Department's resources are targeted to the operation and promotion of Cobo Center, because the Arenas are leased, operated and maintained by Olympia Arenas, Inc. and Ford Auditorium has been closed since July 1, 1990. Typical events that are held at Cobo include: conventions, trade shows, public shows, conferences, banquets and city-sponsored special events.

COMMUNICATIONS AND CREATIVE SERVICES DIVISION

(A Division of Information Technology Services Department)
526 Coleman A. Young Municipal Center (48226)
(313) 224-3755

This division (now a part of Information Technology Services Department) was established in recognition of the fact that the city government has a responsibility for informing the public about changes, progress, developments and problems involved in municipal services. This department is also responsible for providing centralized public relations services for the city and its departments.

This department develops public relations programs for city departments, publicizes advantages of the city, stimulates interest in city government, provides consulting services, arranges public ceremonies, events, news conferences, prepares news releases, designs and prepares publications and provides the writing, photographic/video graphics and printing services for city departments.

The department prepares and prints a variety of pamphlets and other literature describing the services which city departments provide to the public. Generally, this literature is available at no cost through the specific departments for which it is prepared. The department also provides informational and promotional literature on the city in general and its major activities and attractions. This literature is available at no charge through the department, as well as through many other city departments.

Total Copy Center

The Total Copy Center provides extensive centralized duplicating services for city departments. This center is responsible for the procuring of duplicating devices for city departments and ordering the repair, maintenance and installation of duplicating devices in each department as well as the duplicating devices in the Total Copy Center.

CONSUMER ADVOCACY DIVISION
(A Division of Senior Citizens Department)
65 Cadillac Square
Suite #300 (48226)

Administration (313) 224-1000 **Consumer Complaints** (313) 224-6995 **FAX** (313) 224-1476

The Consumer Advocacy Division:

1. Conduct research and in consultation with other public and private agencies, develop programs for consumer education and protection; provides consumer information and educational material to the public and reviews, evaluates and resolves complaints.

The Consumer Advocacy Division can provide assistance regarding:

1. Purchase of any goods or services sold in an unfair, deceptive or unconscionable manner. Complaints are accepted from any Detroit resident, or any non-resident who has made the purchase from a Detroit merchant. Call 313-224-6995.
2. Information on consumer matters or products. Call 313-224-6995.
3. Good consumer skills.

Department Publications Available:

1. **“Returning Empties for Cash”**: a consumer’s guide for understanding Michigan’s bottle law.
2. **“Can I have a Raincheck?”**: a consumer’s guide to Michigan’s Raincheck Policy.
3. **“MICHIGAN ITEM PRICING ACT”**.

The department has many other free brochures, pamphlets and leaflets published by Federal, State and local consumer protection agencies.

DEPARTMENT OF ELECTIONS

2978 W. Grand Blvd. (48202)

(313) 876-0190

As referenced in the City Charter, January 1997; Article three & Article 12; The Department of elections shall plan, monitor and administer all elections in the city. The Department of Elections is headed by the city Election Commission composed of the City Clerk who is chairperson, President of the City Council and the Corporation Counsel.

Duties of the commission are:

1. To generally supervise all elections in the city;
2. To provide places for voting which shall, when possible, be located in publicly owned or controlled buildings;
3. To provide ballots for voting devices for all city offices as required by law;
4. To prevent fraud and corruption in registration, voting or counting of votes and purge the registration records of names of persons who are not qualified voters;
5. To change from time to time the boundaries of election precincts so that the number of voters in each precinct shall not exceed the number provided for by State law;
6. To appoint qualified individuals as election officers for each election;
7. To provide for the examination of all applicants when necessary for the position of an election officer;
8. To prosecute anyone believed guilty of violation of election laws.

Registrations and Transfers

The City Clerk is the Chief Elections Officer of the city and is responsible for voter registration in Detroit.

To be qualified to register and vote in the City of Detroit persons must be citizens of the United States, at least 18 years of age, residents of the city and state for at least 30 days on or before the 30th day prior to primary or election day. Registrations may be accepted in the Department of Elections Office any secular day of the year except election days. Persons who will become 18 years of age between the close of registration and the day following an ensuing primary or election and otherwise have the necessary qualifications, should enroll during the period registrations are in progress.

Persons already registered, but who have moved, must affect a transfer of registration to be eligible to vote in their new precincts at the ensuing primary or election. Such transfers may be accomplished either in person at the Department of Elections Office or by mailing in a signed notice, giving both old and new addresses. All transfers, either made personally or by mail, must be effected not later than the 30th day preceding any primary or election.

Those voters, who neglected to effect a change of address, may go to their polling place at the old precinct to vote and change their address on election day.

City Elections and Primaries

- the elective offices of the City of Detroit are: Mayor, City Clerk and nine Council Members.
- a regular (non-artisan) City General Election to fill the elective offices of the city shall be held on Tuesday after the 1st Monday of November 1977 and every 4th year thereafter.
- a regular (non-partisan) City Primary election to nominate candidates for city offices shall be held on the Tuesday after the 2nd Monday of August before the General Election.
- other elections are held as may be required by law.

- special elections for submission of proposals may be called by resolution of the City Council at least 70 days before the date of holding such election and in the case of initiative measures at the next election in the city or at the discretion of the City Council at a Special Election.

GENERAL INFORMATION

Signing of Petitions

It is unlawful for any qualified voter to sign more than one nominating petition for the same office, except where there are two or more candidates to be elected, then he may sign as many petitions as there are persons to be elected.

Filing Deadlines for Nomination Petitions

Nominating petitions for city offices must be filed in the office of the City Clerk not later than 4:00 p.m. on the 12th Tuesday prior to the August Municipal Primary. When Municipal Elections are held in conjunction with state and county elections, the deadline for filing nomination petitions is not later than 4:00 p.m. on the 12th Tuesday preceding the August Primary.

Method of Becoming Candidates

A candidate for nomination to an elective city office shall file with the City Clerk non-partisan nominating petitions signed by a number of voters of the city equal to or no more than one-percent, no less than one-fourth percent of the total number of votes cast in the preceding regular City General Election for the office which the candidate seeks.

Where a candidate is seeking nomination for the office of City Council member, the total number of votes cast at the preceding regular City General Election for all offices of City Council member is divided by nine.

Charter Amendments

Charter amendments may be submitted by resolution of the City Council or by initiatory petitions bearing signatures equal to or not less than 5% of the registered voters and and filed no later than 90 days prior to election.

Initiative and Referendum

Initiative and referendum petitions must be signed by voters of the city, not less in number than 3% of all votes cast for the office of Mayor at the preceding regular City General Election.

Recall

Public officials are subject to recall in the manner provided by state law.

DEPARTMENT PUBLICATIONS

District and Precinct Map-3 ½ x 5 map showing all districts and precincts in the City of Detroit.

District and Precinct Directory-Directory listing streets, addresses and their corresponding districts/precincts for the entire City of Detroit including polling places.

Guide to Elected Officials-Directory listing the elected officials representing the City of Detroit at the local, county and state level.

Computerized Data Available

Registered Voter List-List containing the names and addresses of registered voters. Also, available on compact disk.

Voter History List-List containing the names and addresses of voters, who voted in a particular election. Also, available on compact disk.

DETROIT-WAYNE JOINT BUILDING AUTHORITY

1316 Coleman A. Young Municipal Center (48226)

The Detroit-Wayne Joint Building Authority (DWJBA) owns and operates the Coleman A. Young Municipal Building for and on behalf of the City of Detroit and the County of Wayne.

The authority is a body corporate, which is authorized to acquire, furnish, equip, own, improve, enlarge, operate and/or maintain a building or buildings and necessary sites for a lease to and joint use and eventual ownership of the incorporating units.

On July 11, 1951, ground was officially broken and construction started on the City-County Building, the total cost of which was approximately \$26,000,000 and upon completion in July of 1955 had been paid for out of current budgets of the city and county excepting for an indebtedness of \$13,500,000 in the form of 3% revenue bonds. The bonds were all retired in July 1975 leaving the building's current operational costs to be met by rental payments from the city and county.

The site is in the Detroit Civic Center and comprises two city blocks bounded by Larned, Randolph, Jefferson and Woodward Avenues. The building design is by Harley, Ellington, Cowin & Stirton, Inc., Architects and Engineers, and the sculptor was the renowned Marshall M. Fredericks.

The (DWJBA) is governed by a three-member Board of Commissioners which is appointed by the Detroit City Council and Wayne County Board of Commissioners.

Pamphlets on the Spirit of Detroit and the CAYMC are available free of charge.

DETROIT WORKFORCE DEVELOPMENT DEPARTMENT

(Formerly Employment & Training)

707 W. Milwaukee

Detroit, MI 48202

(313)876-0674

1-800-649-3777 (Voice/TTY)

The Detroit Workforce Development Department (DWDD) is authorized by Section 7-101 of the City Charter, as amended, to provide employment and training services to residents of the city of Detroit. The means by which the department carries out this authority changed in 1997 as a result of directives by the State of Michigan. The DWDD, which is one of 25 Michigan Works! Agencies, administers and otherwise oversees a broad array of workforce development activities, but does not provide any direct services to residents. All such services are provided by subcontractors and service providers selected by the DWDD and the Detroit Workforce Development Board (DWDB) through a competitive Request for Proposal or Request for Quotation bid process. The DWDB, which is comprised of metropolitan Detroit employers and service agencies, oversees and monitors the activities of DWDD and its subcontractors. DWDD has two primary customers, job seekers and employers. DWDD provides job seekers with training and employment opportunities to become economically self-sufficient and provides employers with the skilled workforce they require to effectively compete in the global economy. In addition to the administration of employment and training programs, DWDD is also focused on economic and community development.

The range of workforce development programs and services administered by the DWDD has become quite expansive. DWDD receives funding from the U. S. Department of Labor (USDOL), US Department of Agriculture, USDOL Office of Disability Employment Policy, the U. S. Department of Health and Human Services and the U. S. Department of Transportation Federal Transit Authority. DWDD also administer several State of Michigan funded workforce development programs.

Detroit's One Stop Career Service Centers

Detroit's One-Stop and Satellite Career Service Centers are designed to meet the

employment and training needs of employers and job seekers. Employers can access qualified workers to meet their hiring needs and job seekers can access services that range from self-service job search activities to more intensive assessment, training and job placement services.

The DWDD oversees five One-Stop and Satellite Service Centers all located in the city of Detroit. They are:

DWDD Career Service Center
(South-Downtown)
455 W. Fort St. (48226)
313-962-9675
313-962-3624 (FAX)
1-800-649-3777 (Voice/TTY)

DWDD Career Service Center
(North)
707 W. Milwaukee (48202)
313-873-7321
313-873-7360 (FAX)
1-800-649-3777 (Voice/TTY)

DWDD Career Service Center
(East)
5555 Conner (48213)
313-579-4900
313-579-4903 (FAX)
1-800-649-3777 (Voice/TTY)

DWDD Career Service Center
(Southwest)
9301 Michigan (48210)
313-846-2240
313-846-2247 (FAX)
1-800-649-3777 (Voice/TTY)

DWDD Career Service Center
(Satellite Center)
1300 Rosa Parks (48216)
313-628-2200
313-961-4416 (FAX)
1-800-649-3777 (Voice/TTY)

Among the many programs and services offered in these centers are:

- Michigan Department of Labor & Economic Growth Rehabilitation Services
- Wagner Peyser Labor Exchange
- North American Free Trade Agreement (NAFTA)-Trade Adjustment Assistance (TAA)
- Welfare to Work and Temporary Assistance for Needy Families (TANF) Job Search and Training Programs
- Veterans Labor Exchange including Disabled Veterans Services
- Empowerment Zone Youth Opportunity Program
- Workforce Investment Act Adult, Youth and Dislocated Worker Services
- Job Corps Recruitment
- Child Care On-Site and Referral Services
- Job Access Reverse Commute Transportation Services
- Charter Alternative Schools
- Senior Aides Program Services
- Primary Care Health Services
- Neighborhood Legal Services
- Tax Incentive Information
- GED Preparation and Testing Services
- Marygrove College Assessment Services
- Transitional Jobs Program for Ex-Offenders
- Friend of the Court Parental Responsibility-Third District Court
- Employer Interview Rooms
- Michigan Talent Bank and Employment Services Registration

- Learning Resource Rooms
- Accommodations for Individuals with Disabilities
- Bilingual services and auxiliary aides are available upon request
- Candidate assessments and pre-screenings
- Background Checks
- License Checks

Anticipated Changes in 2006

In 2006, DWDD will continue to improve its capacity to provide services to people with disabilities, ex-offenders and TANF families. It will implement service delivery improvements developed by its pilot projects at all of its One Stop Service Centers to make the centers more accessible and user-friendly. It will also continue to seek opportunities to expand its services to broader sectors of the job seeking and employer populations.

DWDD Services Provided

Through its network of subcontractor service providers, its One stop Service Center and affiliated partner agencies, the DWDD provides:

- Skill specific training via Individual Training Accounts. Customers seeking training, develop a career plan in conjunction with the One Stop case manager and individual school;
- Training for youth and special adult populations in classroom settings for skill specific training, remedial education, GED preparation and condensed vocational training;
- Supportive services to qualified job seekers such as childcare, clothing and transportation;
- Workforce development to companies recruited by the City of Detroit, Detroit Regional Chamber of Commerce, Detroit Economic Growth Corporation, Booker T. Washington Business Association, DTE Energy and other groups which include applicant recruitment, pre-screening and assessment, interview rooms and other resources such as tax incentives and federal bonding.

Eligibility

Under the Workforce Investment Act and Wagner-Peyser Employment Services, all job seekers and employers are eligible for basic labor exchange, job search, placement assistance and economic development. There are strict eligibility guidelines for intensive services and training under WIA, Work First and Welfare to Work. Eligibility determinations for intensive services and training are made at the One Stop Career Service Center. Interested residents should call for an appointment or come to one of the One Stops between 8:00am and 5:00pm, Monday through Friday, except City of Detroit holidays.

EO Policy

The DWDD is an equal opportunity employer and program operator and does not discriminate on grounds of race, religion, color, national origin, sex, age, height, marital status, arrest without conviction, disability, political affiliation, or belief, and, for beneficiaries only, citizenship, or participation in funded programs in admission or access to, opportunity or treatment in, or employment in the administration of or connection with any funded program or activity. Auxiliary aids and services will be made available upon request to individuals with disabilities. Inquiries may be directed to the Operations Division at 313-876-0584, extension 215, 1-800-649-3777 (Voice/TTY). Information on this Municipal Manual section will be made available in alternative format upon written request to the DWDD.

The DWDD is a Michigan Work! Agency funded in major part by the Michigan Department of Labor & Economic Growth and the United States Department of Labor.

EDUCATION, BOARD OF

Number of Types of Schools - By Organization

Elementary and Dual (K-8).....	159
Special.....	15
Middle.....	49
Senior High.....	24
Trade and Vocational.....	4
Continuing Education for Girls, Booth, TAPAC.....	8
Administrative and Service Buildings; Warehouse, Garage, Museum, Offices, etc.	17
Adult Education Programs and Services	18

Meetings of the Board of Education are held regularly on the second and fourth Tuesdays of each month at 5:00 p.m., except for the annual meeting, which is held on July 1, at 12:00 Noon.

Effective January 1, 1983, the Board of Education consists of eleven members. Four are elected from the city at large and seven are elected by voting districts.

ENVIRONMENTAL AFFAIRS

660 Woodward Ave
1800 First National Building (48226)
(313) 471-5115

The Department of Environmental Affairs was proposed by Mayor Archer in his 1995-1996 budget as a sixth staff department. The establishment of the department was unanimously approved by the Detroit City Council, formally established in Article 6, Chapter 6, Sections 6-601 through 6-605 in the Charter Revisions of 1996.

The purpose of the department as stated in the Charter “is to conserve and protect natural resources of the City of Detroit in the interest of the health, safety and welfare of the people, to promote improved social and economic conditions in the city and protect limited environmental resources for the future benefit of city inhabitants.”

The department is a resource for citizens to gain information about environmental issues affecting them and their communities. Community groups, teachers and other interested citizens can be assisted in receiving educational materials regarding environmental issues. The department also provides information, leading to the compliance to local, state and federal regulations.

Once an environmental issue has been detected, a citizen may contact the department for assistance in remedying the situation. The Department will handle the concerns itself or refer the issue to the appropriate agency for resolution. Issues which should be referred to the Department of Environmental Affairs include illegal dumping, hazardous waste, underground storage tanks and emergency response activities.

The department also has a responsibility to encourage and promote sustainable economic development within the City of Detroit consistent with protection of the environment. The department is working with citizens, other agencies and developers to address environmental issues pertaining to sustainable development.

Finally the Department of Environmental Affairs is the liaison between the City of Detroit and other federal and state environmental agencies such as the United States Environmental Protection Agency (USEPA), Michigan Department of Environmental Quality (MDEQ), United States Coast Guard (USCG), and Army Core of Engineers (ACE) and Agency for Toxic Substances and Disease Registry.

FINANCE DEPARTMENT

1200 Coleman A. Young Municipal Center (48226)
(313) 224-3491

The Finance Department is headed by the Finance Director who is appointed by the Mayor and subject to removal by the Mayor. The Finance Director, with the consent of the Mayor, may appoint a deputy Finance Director.

The Finance Director shall direct and coordinate the financial activities of the following divisions: Accounts, Assessments, Treasury, Purchasing, Income Tax, Debt Management, Retirement Systems and Risk Management. The Finance Director shall also secure and maintain compliance with all laws pertaining to financial controls for the protection of public funds.

ADMINISTRATION DIVISION

The Finance Administration Division is charged with managing the Department. It sets priorities for the department and facilitates interaction with other city departments. The Administration Division is also charged with assisting various economic development projects for governmental and quasi-government agencies.
(Detroit City Charter Secs. 6-301 thru 6-306)

ACCOUNTS DIVISION

801 Coleman A. Young Municipal Center (48226)
(313) 224-3276

The Chief Accounting Officer of the City of Detroit is appointed by the Finance Director and subject to removal by the Finance Director at will.

The Chief Accounting Officer has general supervision of the financial affairs of the city. Specific duties require him/her to:

1. Maintain a complete set of books showing the financial condition of the city.
2. Present a statement of the financial condition of the city to City Council and present a complete classified statement of all money received and expended by the city during the preceding fiscal year.
3. Prescribe the form and manner of keeping accounts in all departments of the city.
4. Certify that funds are available before any contract for any public work shall be binding on the city.
5. Open accounts with the treasurer and charge him/her with all monies appropriated, raised or received for each of the several funds of the city.

The Accounts Division is comprised of the following sections: Project Administration, Accounts Payable, Payroll Audit and Accounting. The Project Administration Section reviews all audit findings and handles special projects. Accounts Payable audits expenditures and processes all departmental vouchers, purchase orders and contract payments.

Payroll Audit processes and audits the payroll for all city employees. The Accounting Section coordinates the preparation of the Comprehensive Annual Financial Report and manages accounting information and grant programs.

(Detroit City Charter Sec. 6-303)

ASSESSMENT DIVISION

804 Coleman A. Young Municipal Center (48226)
(313) 224-3035

Finance Department Assessments Division

The Assessments Division of the Finance Department was created pursuant to the Charter of the City of Detroit to assess all property liable to assessment in accordance with state law, for the purpose of levying the tax lawfully imposed thereon.

Overall management and planning within the division is vested in a three-member, Board of Assessors, with principal authority and responsibility for direct supervision of the division's assigned task delegated to the Board of Assessors. The assessor's objectives develop upon the professional, technical and clerical staff for Real and Personal Property management Sections of the division.

Assessment Procedure

The Board of Assessor's is required to assess annually all real and tangible personal property. Therefore, prior to the first day of February each year, assessment rolls covering such property as of December 31 of the prior year are completed. After the assessment rolls have been reviewed as to persons charged, property described and estimated value, the Board of Assessors causes the amount of all taxes authorized to be collected in each year to be ratably assessed against the property or persons shown thereon. The board then prepares the tax rolls, showing the amount of taxes to be collected and transmits them to the City Treasurer for collection and payment.

Assessment Method and Review

The Assessments Division estimated, according to its best judgment and information, the true cash value of every real and tangible personal property within the city. Cash value means the usual selling price of the property at the time of assessment or has been defined and construed by law. Assessments or assessed values as equalized are required to be at 50% of true cash value. Prior to 1995, property taxes were calculated on assessed value, as equalized, or state equalized value (SEV). However, starting in 1995, property taxes are now calculated on taxable value.

The Board of Assessors will review the assessment of anyone appealing these values when assessment rolls are open for inspection February 1 through 15 each year. Appeals shall only be accepted in person or in writing between February 1 and 15th. The assessment review is a condition for appeal to the Board of Review which sits to alter or correct assessments commencing the first Tuesday following the first Monday in March. Protest at the Board of Review is necessary to protect rights to further appeal to the State Tax Tribunal for valuation and exemption matters and/or State Tax Commission for classification appeals.

Department Services

Limited searches on taxpayer/ownership information for property located within Detroit is provided to the general public. Building and other physical data, e.g. construction data, legal descriptions and maps, are made available upon request. The Assessments Division also accommodated and processes all requests for property owner and/or taxpayer changes of name/address relative to the tax roll and bills.

The Geographic Information System (GIS) allows rapid, accurate retrieval and analysis of electronically stored data by geographic location or area through a rational data base for productivity enhancement and service delivery. The County, Registrar of Deeds has correlated the City's tax parcel identification numbers with the county's property identification numbers for faster sales studies and immediate access to deed information.

Homeowners

If you own and occupy your homestead, it is exempt from a portion of your local School Operating Taxes. To claim the Homestead Exemption, if you have not already done so or if you purchased your homestead after May 1, last year, you must file the Affidavit for Principal Resident Exempt (Form T-1056) before May 1, next to claim the exemption for an adjustment of your taxes on

your next property tax bill.

For all home purchases, the Principal Residence Exemption Affidavit rescind and a buyer to establish an exemption on the same form at the time of closing. It is recommend that this form be used by the closing agent whenever possible, as it simplifies processing for all parties.

Homestead Affidavits are available and accepted in Room 804 CAYMC , Detroit. For more information please call (313) 224-3035.

Business Property Owners

All owners or possessors of personal property located in Detroit on tax day, December 31, are required by law to file a personal property statement annually, no later than February 20, with the Board of Assessors. Each year the assessor shall mail a copy with instructions for its completion to each known or possessor of personal property. Every person liable to taxation, whether or not he or she receives forms, is required by state law to file a statement with the local assessor.

When certain real estate or some types of personal property are transferred (even if you are not recording a deed), the new owner must file the Property Transfer Affidavit (Form L-4260) within 45 days of the transfer. It must be filed with the Board of Assessors for transfers of property located in Detroit in accordance with state law.

Transfer of ownership means conveyance of title to a present interest in property including beneficial use of property. Transfer includes deeds, land contractors, those involving trusts or wills, certain long-term leases and interest in business.

Tax Relief or Exceptions

Homestead owners meeting annual income and asset levels, as well as other tests set by the city's governing body (Detroit City Council), may be granted a full or partial poverty exemption under MCL 211.7 by the Board of Review. In order to be eligible for the poverty exemption, the claimant must own and occupy as a homestead, the property for which the exemption is requested and file a claim with the Board of Review. For more information, please call (313) 224-1010.

Generally, the real and personal property that is owned and being used by religious, charitable, scientific, educational and certain other non-profit entities meeting all of the statutory requirements for exemption under the General Property Tax Act are exempt from property taxes. To be considered for property tax exemption, non-profit organizations must submit an application with all requisite proofs and documentation to the assessor. For more information, please call, Real Property at (313) 224-1010 and Personal Property at (313) 224-3025.

Although approval and certification rests with other governmental agencies and city departments, the Assessment Division will address general tax issues and concerns regarding special assessment and tax rolls related to the following various tax abatement statues, etc:

P.A. 255 CFT Commercial Facilities Act

P.A. 198 IFT Plant Rehabilitation and Industrial Development Districts

P.A. 147 NEZ Neighborhood Enterprise Zones

P.A. 346 Michigan State Housing Development Authority

P.A. 312 Housing for the Elderly

P.A. 438 Commercial Housing Facilities

MCL 125.2651 Federal Empowerment Zones, Brownfields Redevelopment Financing Act

P.A. 146 Obsolete Properties Rehabilitation District

P.A. 376 State Renaissance Zone

Due to its cooperative efforts, citizens, taxpayers and the business community should view the Assessor's office as an ally, not an adversary. The Assessments Division is interested only in the fairness and accuracy of the value placed on your property. Helpful information is available throughout the division as follows:

Board of Assessors, Rm. 824 CAYMC (313) 224-3011//Administrative Office

Data Management Section, Rm. 804 CAYMC, (313) 224-3035
Engineering Survey Unit, Rm. 804 CAYMC, (313) 224-3054
Records Room, Rm. 607 CAYMC, (313) 224-3075
(Detroit City Charter Sec. 6-304; City Code Chapter 18, Articles 9 and 12)

PURCHASING DIVISION

1008 Coleman A. Young Municipal Center (48226)
(313) 224-4600

The Director of the Purchasing Division is appointed by the Mayor with the consent of the Finance Director.

The Purchasing Division is the city's centralized purchasing authority and is responsible for the purchase, according to specifications provided by the Purchasing Department and approved by City Council, of all supplies for all departments, offices, boards, commissions and institutions except for the Board of Education, Housing and Detroit Public Library.

The division also:

1. Sells all personal property of the city no longer needed.
2. Upon departmental request, secures such contractual services as may be determined by ordinance.

All purchases and sales by the director must be on a competitive basis. Before making any purchase or sale of over ten thousand dollars, the director must advertise for bids.

Competitive Bids

Bid forms are sent by mail to a wide lists of suppliers. All bids exceeding ten thousand dollars are openly read at the scheduled time before any interested party present. Each award for purchases is made to the lowest responsible bidder provided the product offered meets specifications. The same is true on sales, except the award goes to the highest bidder.

The director presents his recommended purchases and sales over twenty-five thousand dollars each Wednesday at 9:45 a.m. to the City Council for approval. All bidders on purchases over ten thousand dollars receive written notice giving the name of the successful bidders and prices paid. (Detroit City Charter Sec. 6-306; City Code Chapter 18, Article 5 and Chapter 31)

TREASURY DIVISION

1010 Coleman A. Young Municipal Center (48226)
(313) 224-2460

The Finance Director, with the consent of the Mayor, appoints the treasurer. He/she is a citizen of the United States and a resident of the city.

General Powers and Duties

1. The treasurer, collects and records all taxes, special assessments and other monies belonging to and receivable by the city and property taxes received on behalf of the Detroit Public School District and keeps an account of all receipts and expenditures.
2. He/she is the custodian of all monies, bonds, mortgages, Leases and other evidence of value belonging to the city.
3. He/she pays no money out of the treasury except in pursuance of and by authority of law.
4. He/she pays all condemnation awards of the city when privately owned land is needed for public or educational purposes.
5. He/she sells personal property on which the assessed taxes become delinquent.

6. All bills receivable for all city departments are submitted to the treasurer for collection.
7. He/she is paymaster to more than 44,000 City employees.
8. He/she also disburses funds in accordance with the warrant of the Finance Director/CFO.

He/she is also ex-officio, a member of the Board of Trustees of the City of Detroit General Retirement and Employees Benefit Systems, and the Policemen and Firemen Retirement System. (Detroit City Charter Sec. 6-305)

DEBT MANAGEMENT DIVISION

1210 Coleman A. Young Municipal Center (48226)
(313) 224-7244

The Debt Management Division manages the investment of surplus city funds and the financing of the city's capital needs including those of quasi-public agencies, such as the Greater Detroit Resource Recovery Authority, the Downtown Development Authority, and the Detroit Building Authority.

This includes capital planning, developing and implementing financing strategies, evaluating proposals, directing all working group activities (bond and note issues), coordinating rating agency presentations, preparing official statements and performing all other tasks necessary to complete various financing.

This division is also responsible for the dissemination of all updated financial information to existing bondholders as well as rating agencies and manages approximately 150 separate funds, each with different investment objectives as well as legal restrictions.

Debt Management also:

1. Manages the city's deferred income plan.
2. Maintains all records relating to outstanding debt services, outstanding bondholders; with such issues as payment, lost bonds registration, etc.

INCOME TAX DIVISION

1212 Coleman A. Young Municipal Center (48226)
(313) 224-1702

The Income Tax Division is responsible for the enforcement and administration of the City Income Tax and the City Utility Users Tax Ordinances. The Income Tax Division is comprised of the following sections: Return Processing, Taxpayer Services, Accounting and Auditing.

Return Processing directs the processing of annual, withholding, corporate, partnership, estate, trust extensions, estimated tax returns and utility user forms.

Taxpayer Services assist taxpayers by distributing forms, vendor clearances and reconciling accounts. The enforcement of the tax ordinance is achieved through the legal system (various courts).

Accounting prepares reports that account for the monies received from taxpayers.

Auditing reviews selected individual, corporation, partnership and utility user tax returns.

RETIREMENT SYSTEMS DIVISION

908 Coleman A. Young Municipal Center (48226)
(313) 224-3362

The City of Detroit maintains two separate Retirement Systems (Police & Fire Retirement System and General Retirement System) that provide retirement and death benefits for city employees and their beneficiaries. The Police & Fire Retirement System and the General Retirement System are two separate trusts with separate trust provisions. The assets of the two systems make the Detroit Retirement Systems the second and third largest in Michigan serving approximately 35,000 active and retired members.

The Police & Fire Retirement System Board consists of three elected police uniform employees, three elected fire uniform employees, the Mayor, a Council representative, the Treasurer, the Police Chief and the Fire Commissioner. The General Retirement System Board consists of five elected active employees, one elected retiree, the Mayor, a Council representative, the Treasurer and a citizen of Detroit who is not eligible for benefits under the Retirement System.

The General Retirement System provides three separate retirement plans for its members, a defined benefit plan known as the 1973 Defined Benefit Plan, a defined contribution plan known as the 1973 Defined Contribution Plan and a defined contribution plan known as the 1998 Defined Contribution Plan. Employees have a choice between the 1973 Plan or the 1998 Plan.

The 1973 Defined Benefit Plan consists of an employer financed defined benefit and an optional defined contribution plan funded by employee contributions. The city contributes computed actuarial amounts required to maintain the system as required by the Constitution of the State of Michigan and applicable law. The 1973 Defined Contribution Plan gives the employees an opportunity to contribute toward an annuity designed to enhance future retirement benefits.

The 1998 Defined Contribution Plan is funded by a 6% of pay contribution from the city. The employee can contribute up to an additional 6% with the city matching the first 3% of employee contributions making the city contribution a maximum of 9%.

RISK MANAGEMENT DIVISION

611 Coleman A. Young Municipal Center (48226)
(313) 224-5130

The Risk Management Division protects the assets and earning power of the city from loss or destruction. In the City of Detroit, this purpose is accomplished through the following basic elements of Risk Management.

1. Exposure Identification which identifies the resources for which a governmental body is responsible and the accidental loss exposure that could materially affect them. In the City of Detroit, this identification is being accomplished through a program of building and site inspections, contract review and participation in the educational group PRIMA (Public Risk Management Association).
2. Risk evaluation which is the measurement of financial risk by analyzing past loss frequency, severity and by estimating future frequency and every probability.
3. Risk Control which is the reduction or elimination of risk or loss, within proper economic constraints, through careful procedures and practices in personal safety, auto safety and emergency planning.

Included in the Risk Management Division's responsibilities are workers' compensation, central safety, and long term disability. Risk Management also maintains and administers the self-insurance Risk Management Fund, created in 1995.

FIRE DEPARTMENT, OF DETROIT

250 W. Larned (48226)
(313) 596-2901

<u>Administration Division</u>	250 W. Larned	596-2901/03
This Division, under the direction of the Fire Commissioner and Deputy Fire Commissioner, oversees management of employees assigned to ten divisions, establishing and enforcing policies relative to all department operations.		
<u>Apparatus Division</u>	1600 Erskine	237-3150/51
This division is responsible for providing and maintaining a supply of safe, fully operational fire apparatus, passenger vehicles, as well as functional tools, equipment, supplies, safety clothing and uniforms.		
<u>Communications Division</u>	13331 Lyndon	596-1623/24
This division is responsible for the receipt and transmission of all alarms of fire, as well as those for emergency medical service. In addition, this division is responsible and accountable for the operation, testing and maintenance of the telephone, telegraph and radio communication systems.		
<u>Community Relations Division</u>	250 W. Larned	596-2956/57
The major objective of this division is to promote fire safety awareness through education, thereby reducing fire deaths, injuries and the loss of personal property. This Division is also responsible for promoting and maintaining positive community relations with the Detroit community at large through outreach programs and participation in many community organizations.		
<u>Emergency Medical Services Division</u>	250 W. Larned	596-5180
This division, when notified, is responsible for responding to emergency medical situations within the City of Detroit and to administer appropriate care and transportation to hospitals when necessary.		
<u>Fire Fighting Division</u>	250 W. Larned	596-2921/24
This division, utilizing pumping engines, aerial ladder trucks, aerial platforms and tactical mobile squads is responsible for fire suppression and proper extinguishment of fires. This division also maintains the Curtis Randolph Fireboat that provides fire safety to our international waterway under maritime.		
<u>Fire Marshal Division</u>	250 W. Larned	237-2656
With a staff of inspectors, investigators and clerical personnel, this division is responsible for the enforcement of fire codes (through inspections) and the investigation of complaints of fire hazards. In addition, the division is responsible for determining the cause and origin of hostile fires, as well as providing accurate testimony in court relative to fire investigation.		
<u>Medical Section</u>	4201 St. Antoine, UHC-4G	237-2588
This section oversees the health and the well being of Fire Department members who are ill and/or injured in the line of duty.		
<u>Research & Development Division</u>	250 W. Larned	596-2999
This division is responsible for preparing and maintaining the Fire Department's Fiscal Year Budget; and serving as Financial Information Control Coordinators, Year-end Closing Officers and Audit Section for the Fire Department, as well as completing other assignments as assigned by the Fire Commissioner.		
<u>Training Academy</u>	2775 W. Warren	237-3170
This division is responsible for training new recruit firefighters and instructional training for all uniform members of the Fire Department. This includes, but is not limited to, Officer's Training, Hazardous Materials School, Medical First Responder Courses, Incident Command, as well as classes in driving and operating various types of fire apparatus. Additional programs are provided for in-house and classroom training on new techniques regarding safety, physical fitness, etc. This division also gives examinations to establish eligibility list for promotion to other divisions. (Detroit City Charter Sec. 7-801 to 7-806; City Code Chapters 15 and 19)		

HEALTH & WELLNESS DEPARTMENT

Herman Kiefer Health Complex

1151 Taylor (48202)

(313) 876-4000

The Health & Wellness Department is headquartered in the Herman Kiefer Health Complex located at Taylor Street and the John C. Lodge Service Drive. The remainder of the Health & Wellness Department facilities consists of primary care health centers and the city's Animal Control Center.

COMMUNITY HEALTH SERVICES

HIV/AIDS Programs - Provides voluntary anonymous counseling and testing services for anyone who suspects they may have been exposed to the Human Immunodeficiency Virus (HIV); crisis intervention counseling for persons with HIV (PWH) or anyone experiencing excessive anxiety about having HIV or AIDS, referral services for PWH including financial, medical, housing, nutrition, substance abuse treatment and support groups; community education and training. For more information, call (313) 876-0980, Monday through Friday, 8:00 a.m. to 4:30 p.m.

Communicable Disease Prevention -Initiates investigation of reported communicable diseases within any agency, home or private setting within Detroit, as needed to meet MDCH surveillance guidelines. Surveillance, outbreak investigations, disease prevention, and statistical epidemiological data collection is the primary function. Questions concerning Communicable Disease health issues are available weekdays at (313) 876-4138 from 8:00am to 4:30pm.

Immunization Program -The Immunization Division maintains central records for all immunizations given by the Health & Wellness Department, provides general information on vaccines and immunizations services and enforces the immunization requirements for school entrance. For more information, call (313) 876-4333.

Social Work -Needs assessments, HIV/AIDS pre and post test counseling, referrals and access assistance for health support resources. Interventions for child abuse, domestic violence and parenting education. Case management and medication assistance for seniors through the Emergency Prescription Insurance Coverage (EPIC) Program, (313) 876-4007.

Nutrition and Community Health -Supplemental foods program, Women, Infants and Children (WIC) for low income pregnant women, breast-feeding and postpartum women, infants and children up to age five and health education at community locations. Summer lunch for school age children. Dietetic internships, classes on nutrition, physical fitness, diabetes management, hypertension and weight management. Eastside Village Health Workers Partnership, Healthy Eating and Exercising to reduce Diabetes (HEED) and the Westside Village Health Workers, (313)876-4550.

Village Health Workers -Trained volunteers who work with police precincts and community based agencies to promote community health improvements, (313) 876-4444.

Tuberculosis Control -The TB control program is responsible for the prevention and control of tuberculosis in Detroit and eastern Wayne County communities. The program offers full outpatient medical/clinical services and outreach services for persons diagnosed with tuberculosis disease or latent tuberculosis infection (LTBI). TB control also offers general tuberculosis screening tests for employment, school, license and other requirements for a fee: Tuberculin Skin Test-\$10; Chest X-Ray-\$20 (services are cash only). Normal business hours are Monday-Friday, 8:00am-4:00pm; closed daily 12:00 noon until 1:00pm. For more information, call (313) 876-0335.

ENVIRONMENTAL HEALTH SERVICES

Animal Control Center- The Animal Control Center receives and acts on complaints and reports concerning live animals, particularly dogs. The division is responsible for the investigation

and general enforcement of all laws pertaining to animals and the general safety of the public. Activities include investigating animal bites and vicious animals, capturing stray animals, quarantining animals for rabies observation, the licensing of dogs, the vaccinating and sterilization of dogs and cats, and the use of impoundment and court action where necessary. To register complaints, call (313) 224-7128. For license information, call (313) 224-7133.

Community and Industrial Hygiene - This division provides services as follows:

For the services below, call (313) 876-4516.

- To report water shutoffs, sewage problems and insanitary conditions in residential/commercial buildings.
- Charter/Proprietary Schools and Child Day Care/Adult Foster Care Facilities.
- West Nile Virus and Dead Bird reports.
- General license inspections of hotels/motels/laundromats/rental halls.

For the services below, call (313) 876-0506.

- Public Swimming Pools: For complaints or information on requirements for the design, construction and operation of pools.
- Indoor Air Quality: For air quality evaluation and testing that includes carbon monoxide, hydrogen sulfide, carbon dioxide and odor.
- Hazardous Waste/Illegal Dumping.
- Radon Test Kits.
- Water sampling of meat-packing plants and private residences.

For the services below, call (313) 876-4598.

- Bedding: For information on the proper labeling of contents of mattresses, upholstered furniture, etc., and the sterilization of fumigation requirements for resale of these items.

Food Sanitation - The division provides inspection, licensing and education activities to minimize the risks associated with food borne illness. Sanitarians inspect fixed, mobile and temporary food service establishments. Staff respond to and investigate consumer food-related complaints; evaluate plans and specifications for new and remodeled food service establishments; conduct food safety education programs; and conduct enforcement activities to achieve food code regulatory compliance. For more information, call (313) 876-4501.

Foodhandler Education and Permit Program - This program provides food safety and sanitation education to persons working in the food service industry. Required permits are issued to persons working in licensed food service establishments. For scheduling information, call (313) 876-4140.

Lead Poisoning and Prevention Program -The lead testing unit provides screening for lead poisoning to children, ages six months to six years. Additional services include home inspections for children identified with lead poisoning, a speakers bureau and community-based activities. For more information or requests for screening, call (313) 876-4200.

PERSONAL HEALTH SERVICES
Family Planning -Call the Health Centers for appointments. Comprehensive reproductive health services at health centers for eligible individuals. Physical exams for sexually transmitted infections and treatment referrals, Pap Smears, lab tests and contraceptive prescriptions. Pregnancy testing and counseling on birth control options. (313) 876-4826.

Maternal/Infant Care- The baby and family help line is a help line for pregnant women needing prenatal care, referral services and for families needing parenting information. (313) 961-2229.

Detroit Healthy Start Integrated Case Management Central Intake -Healthy Start offers maternal and child health support services and home visitation to pregnant women and families of infants up to age two to reduce infant mortality and increase access to care. Maternal Support

Services (MSS) is provided to eligible women receiving prenatal care at Grace Ross Health Center. Interventions also include Interconceptional Care and Perinatal Screening and Intervention. Follow-up is also provided for Childhood Lead Poisoning Prevention and Control, (313) 876-4660.

Healthy Baby Services -Healthy Baby Services (HBS) provides transportation to medical appointments for pregnant women, infants and children to health care providers in the city of Detroit and in Wayne and Oakland counties. The drivers are also trained advocates and provide information on maternal and child health resources, (313) 876-0385; (877) 309-8341.

West Region
16260 Dexter
Detroit, MI 48221
(313) 863-0900

Medicaid Outreach and Advocacy - Coordinated outreach and public awareness activities to promote early access to prenatal care and parenting services. Healthy Kids/MI Child health insurance enrollment for low-income pregnant women, infants and children as well as Medicaid MOMS (Maternity Outpatient Medical Services). (313) 876-4711.

Children's Special Health Care Services -Assessments and access to health care for physically or mentally challenged children with special health care needs. Payments for special health needs, supplies and equipment. Provision of child care counseling through the Early On program and other entitlements and benefits. (313) 876-0180.

Primary Care Network - The Health & Wellness Department provides ambulatory medical and related services via the Primary Care Network (PCN). Four (4) health centers are strategically located throughout the City of Detroit. Services include prenatal care, pediatrics, adult medical care, pharmacy and other support services. Location of health centers are:

CHASS	Grace Ross	Herman Kiefer
5635 W. Fort	14585 Greenfield	1151 Taylor
(313) 849-3920	(313) 852-4435/36	(313) 876-4827

Northeast
5400 E. Seven Mile
(313) 852-4231

Sexually - Transmitted Disease (STD) Prevention -The STD clinic provides diagnostic and treatment services for venereal disease (VD) patients. No appointment is necessary. For more information on clinic hours, call (313) 876-4180.

Substance Abuse Treatment and Prevention -The Bureau of Substance Abuse has the administrative responsibility to coordinate the efforts necessary to develop and maintain a comprehensive prevention and treatment program for substance abusers. The program includes substance abuse treatment and prevention for the abuse of stimulants, depressants, narcotics, hallucinogens and cannabis. The Bureau also operates the Central Diagnostic and Referral Service (CDRS) which provides assessment and referrals to appropriate treatment modalities. For more information, call (313) 876-4070.

SCHOOL HEALTH/ADOLESCENT HEALTH SERVICES

Health services to develop and maintain good emotional and physical health through Teen Stop Clinic (313) 876-4294; Violence Prevention (313) 876-4294; Vision and Hearing (313) 876-4290; Empowerment Zone Immunization Related Services, and two High School Based Health Centers (Northern (313) 873-6083 and Northwestern (313) 596-0700).

PUBLIC HEALTH SUPPORT SERVICES

Laboratories - The Health & Wellness Department Laboratory is designated a Regional Public Health Laboratory. Clinical and public health laboratory services are provided to the

department's health centers and other health care institutions and physicians by contract. For more information, call (313) 876-4220.

Pharmacy Services - Medications and equipment for uninsured and under insured health center patients based on their ability to pay. Vaccines for STD, TB, immunizations, family planning and medical conditions. Education on proper medication usage, (313) 876-4014.

ADDITIONAL SERVICES

Epidemiology -This office provides information to the public, public health workers and private health care providers on current and changing character of diseases in Detroit. For more information, call (313) 876-4138.

Statistical Analysis -This service provides a compilation of statistical data relative to all "reportable" communicable diseases, both adult and childhood, as well as reports relative to all official birth and death records for Detroit residents. For more information, call (313) 876-4348.

Vital Records -Births and deaths which occurred in Detroit are registered by the Health & Wellness Department. Certified copies are available upon request. Requests by phone are accepted with a valid credit card (MasterCard, VISA, and Discover are accepted). For more information and hours of operation, call (313) 876-4135.

HISTORIC DESIGNATION ADVISORY BOARD

204 Coleman A.Young Municipal Center (48226)

(313) 224-3487

(313) 224-6610 **FAX**

The Historic Designation Advisory Board was established by the City of Detroit Ordinance 161-H of 1976, which sets up procedures and regulations for historic preservation at the local level. The Advisory Board, which is a City Council agency consists of 13 members, nine appointed to three-year terms by the City Council and four city department heads (or their representatives) serving ex-officio. The Advisory Board has a permanent staff of four.

The main function of the Advisory Board is to advise City Council on matters relating to historic preservation, and in particular, proposals for the designation of local historic districts. The staff of the Advisory Board is able to provide citizens with assistance in preservation questions and problems and serve as a resource to the community in matters pertaining to historic buildings. A brochure describing the Historic Designation Advisory Board and the process of local designation is available to the public free of charge.

(City Code Secs. 25-2-34 to 25-2-43)

HISTORIC DISTRICT COMMISSION

1300 Cadillac Tower (48226)

(313) 224-6536

(313) 224-1310 FAX

Website:www.ci.detroit.mi.us/historic

The Historic District Commission was established by Ordinance 161-H effective November 5, 1976. It is responsible for implementation and administration of Detroit's preservation Ordinance in districts that have been designated historic. Duties include: a) establishing guidelines for treatment of property; b) advising property owners, the Mayor, City Council and other agencies on issues affecting historic districts; c) reviewing building permit applications; d) inspecting for violations of the Ordinance and neglect of property in historic districts; and e) educating the citizenry concerning historic preservation.

The seven members of the Commission are appointed by the Mayor, subject to City Council approval, for terms of three years each. By law, its members must include at least one registered architect with experience in historic preservation and two members selected from lists provided by existing Historic Preservation Associations.

Public meetings are held on the second Wednesday of every month. The Commission's full time staff can be reached at (313) 224-6536 and offer advice to residents and property owners.

PUBLICATIONS

The publication, Detroit Historic Districts Style and Color Guide, provides guidelines for selecting exterior color schemes that are appropriate for specific architectural styles. Paint color samples are provided for comparison.

Other leaflets on repair work are also available.

Full information about the Commission, including design guidelines, can be found on the Commission's web site at www.ci.detroit.mi.us/historic.

(City Code Secs. 25-2-50 to 25-2-58)

HISTORICAL DEPARTMENT

5401 Woodward (48202)

(313) 833-1805

The Detroit Historical Commission was established by charter amendment in the election of November 6, 1945. The commission consists of nine members appointed by the Mayor, who serve four-year terms without compensation. The Detroit Historical Department is under the jurisdiction of the Commission and is administered by a Director and a Deputy Director appointed by the Commission and approved by the Mayor. The department operates six museums, which include:

1. The Detroit Historical Museum is located at Woodward and Kirby. The Museum's exhibits are divided into three principal fields of interest: social history, urban history and industrial history. Changing exhibits depicting different aspects of the history of the metropolitan Detroit areas are presented annually. These exhibits are drawn from the department's extensive collection of over 230,000 artifacts. The Streets of Old Detroit exhibit, the museums's most popular attraction, enables visitors to walk the reconstructed streets of the 1840s, the 1870s and the turn of the century.
2. The City of Detroit also owns more than 80 acres of the Historic Fort Wayne Military Reservation. Historic Fort Wayne is open on a limited basis, weekends, Saturday and Sunday from Memorial Day to Labor Day. The grounds offer a spectacular view of the Detroit River and the Detroit Skyline. Limited tours of the Commander's House and the Spanish-American War Guardhouse are offered on weekends. During the summer, volunteers in period dress stage special events such as Civil War and Word War I reenactments.
3. Also associated with the Detroit Historical Museum is the National Museum of the Tuskegee Airmen. Visitors can relive the exciting exploits of one of World War II's most celebrated U.S. Army Air Corps units-The Tuskegee Airmen. The National Museum of the Tuskegee Airmen commemorates the Tuskegee Airmen's courageous service and was founded in 1987 by the Detroit Chapter of the Tuskegee Airmen.
4. The Dossin Great Lakes Museum, located on Belle Isle, was build with a gift from the Dossin family and a matched appropriation from the City of Detroit in 1960. Among the legends and unique artifacts that are permanently harbored at the Dossin are: the fully restored Gothic Room from the world's largest side wheeler; the restored and preserved Miss Pepsi-an unlimited hydroplane which was the first

racing boat in its class to qualify at more than 100 miles per hour; the pilot house from the William Clay Ford - a Great Lakes ore freighter; and one of the finest and most complete collection of Great Lakes ship models built to one scale.

5. The department oversees the continued preservation of the Historic Moross House built circa 1845 which is the city's oldest remaining brick residence and current location of the Detroit Garden Center.

THE DETROIT HISTORICAL SOCIETY

The Detroit Historical Society was organized in 1921 to foster historic preservation; commemorate dates of historic importance; and educates the people of Metropolitan Detroit and the State of Michigan regarding the personal, social and industrial heritage of the area. The Society founded the first historical museum downtown in 1928 and on July 1, 1946 presented a collection and a sum of \$400,000 to the newly chartered Historical Commission for a new building in the Cultural Center. The Society has continued to grow, numbering approximately 1,800 members and is one of the largest local history organizations in the country. The Society functions as the primary membership and private-sector funding support organization for the Historical Department and cooperates to sponsor educational outreach programs in schools, neighborhoods, special exhibits and events.

HUMAN RESOURCES DEPARTMENT

(Formerly Personnel Department)

316 Coleman A. Young Municipal Center (48226)

(313) 224-3700

The mission of the Human Resources Department is to plan, develop and deliver human resource services in partnership with city departments and agencies, enabling employees to provide high quality and timely services to residents, visitors and businesses.

The Human Resources Department consists of several divisions and sections that provide a full range of personnel and other services to city departments and agencies in accordance with the City Charter.

The **Administrative Services Division** is responsible for central support for all staff and is responsible for all employees' personnel record audit and maintenance. It is also responsible for coordinating special projects including charitable campaigns, blood drive, March of Dimes and other special projects that benefit the welfare of our community. The Employee Assistance Center is also an integral part of this division and is responsible for planning, developing and implementing programs that offer professional assessments, short-term counseling, follow-up services to employees and their families with problems that may arise from a variety of personal issues.

The **Employment Services Group** consists of three major divisions Recruitment/Selection, Employment Certification/Classification/Compensation. Recruitment and Selection is responsible for recruiting, screening and facilitating the selection of applicants. The division has responsibility for community outreach and other specialized recruitment activities, including student programs and the community outreach program. Workforce Planning provides a comprehensive look at departmental human capital issues, trends, and projections and provides an avenue for departments to develop appropriate strategic initiatives to ensure a competent, skilled and diverse workforce now and in the future. Workforce planning is the fundamental basis for managing recruitment, position management, student programs, organization/employee development and human resources policy management.

The **Employment Certification Division** is responsible for maintaining and implementing eligible lists for new hires, and other preferred eligible lists for re-employment. Vacancies are filled

utilizing these lists pursuant to workforce planning documents of departments. This division also verifies documentation required for employment eligibility in accordance with INS (Immigration and Naturalization Services) regulations. This division coordinates post-offer candidate physical examinations, return to work physicals; and responds to unemployment benefit claims through MUA (Michigan Unemployment Agency).

The Classification/Compensation Division is responsible for the city's position classification plan and the compensation plan for non-union classifications and appointees. This division conducts analysis and evaluation of individual jobs, classifications and job families and assures coherent relationships, proper occupational grouping and compensation levels. In addition, staff consults, advises and furnishes information to department administrators, managers, executives and officials, on the classification plan, organization structure and salary administration. The staff investigates compensation alternatives, as well as reconciles, recommends and establishes non-union wage and salary rates.

The Organization/Employee Development Services Division coordinates employee training and organization change and development activities. In addition, this division coordinated the apprenticeship training program, tuition refund plan, advance leadership development programs, distance education and continuous improvement process training.

The Labor Relations Division is primarily responsible for negotiation of all collective bargaining agreement in accordance with the City Charter and state law. The Division provides technical and professional support to all city departments and agencies in order to assure consistent and equitable contract terms and their uniform application and interpretation throughout all agencies of the city. By means of skilled negotiation, cooperation, consultation and other resolution techniques, this division is also charged with preventing or lessening any labor management disputes and differences, which may arise.

The Employee Benefits Office is responsible for administering medical, dental, and optical benefits for active employees and retirees. In addition, this unit serves as the conduit for premium payments to be forwarded to life and supplemental insurance carriers.

The Employee Services Division provides technical and professional support and consulting services to city departments and agencies for various Human Resources transactions such as status changes, legal requirements related to the Family Medical Leave Act, Americans with Disabilities Act, Equal Employment Opportunity Commission, employee transfers, workforce planning, payroll issues, collective bargaining agreements, organizational and employee development, health and affirmative action compliance.

The Hearings/Policy Development Division is responsible for a multitude of functions pertaining to the study and development of proposed policy statements on human resources issues and the maintenance of human resources policies. This division also assists other Human Resources staff and departments by providing policy interpretations and advice, including administering non-union grievance procedure and providing administrative support to the Civil Service Commission. (Detroit City Charter Sections 6-501 to 6-519; City Code Chapter 13)

HUMAN RIGHTS DEPARTMENT

1026 Coleman A. Young Municipal Center (48226)

(313) 224-4950

FAX (313) 224-3434

www.ci.detroit.mi.us/humanrights

The mission of the Human Rights Department is to remove discriminatory barriers through

innovative, high quality, customer-driven programs that foster economic opportunity and empowerment and benefit Detroit residents, visitors and the entrepreneurial sector of the local economy.

The Human Rights Department was created by the 1974 City Charter to replace the Commission on Community Relations. In 1994 the Contract Compliance division of the Finance Department was moved to the Human Rights Department and the department took on economic development responsibilities. The department's role continues to expand as new opportunities to achieve its mission are developed and implemented and as the department is charged with new responsibilities. An 11 member Human Rights Commission appointed by the Mayor for staggered terms sets its policy.

The department works to further its mission in accord with and using the tools provided by appropriate State, Federal and local laws and executive orders. The department also uses the myriad of tools provided by cooperative efforts and partnerships with other agencies, organizations, businesses, unions and individuals.

To address discrimination, the Human Rights Department administers equal business opportunity and equal employment opportunity policies and investigates discrimination complaints.

- Based on Article 27 of the City's Code, Human Rights refers and or accepts for investigation complaints, by residents and visitors to Detroit, alleging discrimination. Complaints relating to housing, employment, public accommodations and public services are investigated or mediated on the basis of race, creed, color, national origin, age disability, sex, sexual orientation, or public benefit status.
- The department facilitates training Disability Service Representatives to promote excellent city service to people with disabilities.
- Telecommunications Device for the Deaf (TDD/TTY) 224-4960.
- Human Rights certifies Detroit-based and small businesses under Executive Order No.4. The city's goal under Executive Order No. 4 is to award 30% of the dollar value of all city contracts to Detroit-based and small businesses.
- Human Rights certifies minority-owned and women-owned businesses under Executive Order No. 14. With these two programs, Detroit is the most comprehensive business certifying entity in the country.
- The department produces a quarterly City of Detroit Certified Business Register to be used as a procurement reference for city departments, businesses, public and nonprofit organizations.
- The department is responsible for the monitoring of vendor workforces for companies seeking city contract awards or tax abatement relief to ensure equitable representation of minorities and females consistent with local, state and federal equal employment opportunity policies (EEO compliance).
- Under Public Act 146, the department monitors several economic development diversity goals for obsolete property redevelopment projects that receive tax abatements.
- The department is also responsible for monitoring specific economic development goals included in agreements between the city and private developers.

(Detroit City Charter Secs. 7-1001 to 7-1007; City Code Chapter 27)

HUMAN SERVICES, DEPARTMENT OF
(Formerly Neighborhood Services Department)
5031 Grandy (48211)
(313) 852-5609

In 1974, a task force on Human Services was formed to survey the human services departments and activities in Detroit and recommend changes in the city organizational structure which would improve administrative flexibility and control. Costs, efficiency, consumer needs, effectiveness and funding sources were considered. The objectives of the task force were to develop an organizational model which would mobilize greater resources from federal, state and local sources and to develop a coordinated delivery system for human services which would provide unduplicated services. This model would translate these resources into more and better services to the citizens of Detroit.

When the task force issued its report, a major recommendation was to incorporate the services of The Mayor's Committee for Human Resources Development, (MCHRD, which operated the Poverty Program and the Model Neighborhood Agency, (model cities). On July 1, 1975, this union emerged as a new city department, Neighborhood Services. Its mission was to address the "special needs of our city for programs which aid in the development and enrichment of our most important resource--human life and talent" expressed in the preamble of the City Charter. The department also functions as the Community Action Agency (CAA) for the City of Detroit--the only one in Michigan that is city government based.

However, the role of the department has become more focused and directed as described in its new mission statement. Under the leadership of **Mayor Dennis W. Archer**, on July 1, 1995, to better reflect its new mission, the name of the department was changed to the Department of Human Services (DHS).

Operating from sites located throughout the city, Center Operations Division service centers provide low income households with family and individual needs assessment and referral services. Programs operated are: USDA commodity distribution, energy assistance, emergency food program, clothing bank, tax assistance and the homeless intervention program. Other special projects include the transportation program, summer camper ships and summer lunch program. This division also aids in access in referral service to the following divisions.

The Child Development Division better known as Head Start provides health, social, educational, special needs and parental involvement services for children from birth to four years of age and their families.

The Drug Treatment Division provides individual and group counseling, Fellowship Anonymous, vocational rehabilitation counseling, physician and nursing services and innovative medical treatment for opiate addiction.

The Home Weatherization Program provides free energy conservation services including attic and wall insulation, window repair, electric water heater wrap and pipe insulation, installation of low flow shower heads, roof leaks, caulking and weatherstripping.

COMMUNITY SERVICES COMMISSION

The Community Services Commission (CSC) of the Department of Human Services was established to provide an advisory framework for the planning and operation of Detroit's Community Action Agency. In doing this, the public and private nonprofit organizations primarily concerned with poverty in the community may join with the area residents and groups to be served. The purpose of the commission is to cause a permanent increase in the capacity of individuals, groups and communities affected by poverty and to find effective solutions for reducing and alleviating its causes.

The commission consists of thirty-six commissioners, (twenty appointed by the Mayor) who serve as the overall citizen advisory body to DHS. The commission is constituted so that up to one third of the commissioners are public officials or their representatives, one third of the

commissioners are DHS area residents elected in accordance with a democratic selection procedure, and up to one third of the members are officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the community.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

(Previously Data Processing)

526 Coleman A. Young Municipal Center (48226)
(313) 224-2900

The Information Technology Services Department is responsible for providing centralized programmed information processing, telecommunications and network services to all departments and divisions within the City of Detroit. Information Technology Services provides project management, systems planning, design and programming support for the enhancement of existing systems, as well as for the development and implementation of new systems. Support services include: application development, software and hardware maintenance, system analysis, training and office mechanization as they serve to increase employee productivity.

ITS streamlines and facilitates citizen interaction through the city's e-government initiatives and gives them the ability to access a variety of government services 24 hours a day. Working online, citizens can make service requests, obtain health records, research tax and assessments information, download forms for licenses and permits, obtain property records and make citizen public safety requests.

LABOR RELATIONS DIVISION

332 Coleman A. Young Municipal Center (48226)
(313) 224-3860

The Division of Labor Relations was established in the Human Resources Department by Charter. The Mayor may appoint either the Human Resources Director or another person to head the Labor Relations Division. The Labor Relations Director serves at the pleasure of the Mayor.

Major responsibilities of the Labor Relations Division include coordinating employee relations activities, conducting labor negotiations on economic/non-economic issues and benefits, administering/interpreting collective bargaining agreements, participating in joint labor-management and dispute resolution activities.

The Labor Relations Division is also responsible for administering medical, dental and optical, as well as life and supplemental insurance benefits for active employees and retirees. (Detroit City Charter Section: Chapter 5, Personnel Department, Section 6-508; City Code Chapter 13)

LAW DEPARTMENT

1650 First National Building
660 Woodward Avenue (48226)
(313) 224-4550

On January 1, 1896, an act became effective, abolishing the then existing offices of City Attorney and City Counselor and establishing the Law Department. The Mayor was given the direct power to appoint a Corporation Counsel subject to approval of the City Council, furthermore, the Mayor may remove the Corporation Counsel at any time without cause.

The Corporation Counsel must be a citizen of the United States and a resident of the City. In addition, the Corporation Counsel and the Deputy Corporation Counsel must be attorneys licensed to

practice law in Michigan.

The Corporation Counsel, his or her deputy and the Law Department's Assistant Corporation Counsels handle all of the legal matters on behalf of the City of Detroit and its departments and agencies. More specifically, the powers and duties of this position include:

1. Defending all actions or proceedings against the city.
2. Representing elective officers, appointees, and employees in any action or proceeding involving their official duties.
3. Prosecuting all actions or proceedings to which the City is a party or has a legal interest.
4. Acting as city prosecutor to prosecute violations of the City Code.
5. Furnishing written legal opinions on all subjects upon requests submitted by the Mayor, by the City Council, or by any department director or agency head.
6. Preparing or approving leases, deeds, contracts, or other papers as may be required by the Mayor, by the City Council, or by any department or agency.
7. Drafting proposed ordinances and approving all ordinances as to form.
8. Processing claims filed against the city.
9. Prosecuting cases involving delinquent city income and property taxes.
10. At the discretion of the Corporation Counsel, employing outside attorneys as Special Assistant Corporation Counsels on particular matters or proceedings.
11. Other duties as may be provided by law, the City Charter, or ordinance.

(Detroit City Charter Secs. 6-401 to 6-409)

LIBRARY COMMISSION

5201 Woodward Avenue (48202)

(313) 833-1000

The Free School Act of 1869 ordered the Board of Education to establish and maintain a district library. This department grew and the Library Commission was created in 1881 by amendment to the Free School Act and provided that the Board of Education could elect a Board of Library Commissioners whose members shall not be members of the Board of Education. Local Act 359 of 1901 (amended 1903 and 1905) included the president of the Board of Education as an ex-officio member of the commission.

The Detroit Public Library was first opened to the public on March 25, 1865 in a room in the old Capitol Building on Capitol Square. A year later, the Board of Education leased a triangular piece of ground fronting on Gratiot Avenue and the building thereon served as the Main Library until 1921.

The present main library building was dedicated and opened for service in 1921. The building, in Italian Renaissance style, was designed by one of America's great architects, the late Cass Gilbert. The new wings and the Cass Avenue entrance were opened in 1963. Designed by Cass Gilbert, Jr. and Francis J. Keally, the new addition more than doubles the size of the original building.

In 1965, the library observed its centennial year and fitting tribute was paid to its tremendous resources and many special services. Among its special collections, the following are of major interest:

The Technology and Science Department includes 325,000 books, subscriptions to nearly 900 periodicals and is an outstanding technical collection that draws research engineers, inventors, workers in business and industry and a wide cross-section of the general public. A Detroit Community AIDS Library database is located here.

The Burton Historical Collection draws writers and genealogists from across the country who use its unique resources on Michigan, Detroit, the Old Northwest and the Great Lakes region. The Rare Book Collections with rare and historical landmarks in all fields of knowledge is located here.

The Art and Literature Department has 600,000 illustrations and pictures on a vast number of subjects for loan.

The E. Azalia Hackley Collection, devoted to African/Americans in the performing arts worldwide contains books, recordings, photographs, notebooks, letters, programs, newspaper clippings, etc., and is the oldest such collection in the nation.

The National Automotive History Collection, the largest public archive in the world on the history of the automobile industry and other forms of vehicular transportation, contains thousands of catalogs, photographs, books, manuals, specifications and company records.

Twenty-three branch libraries and a bookmobile serve the city's neighborhoods. The mobile service includes outreach services that bring library services to schools, recreation centers and senior citizens (service to shut-ins and retirees-SIR) throughout Detroit.

The TIP (The Information Place) Service, with a database of over 2,200 government and community agencies, provide information and referral to anyone looking for human services in the community.

The Career and Employment Information Center, located in the (Philosophy, Religion and Education Department) contains a wide range of books, pamphlets, catalogs, periodicals and computer programs (including do-it-yourself computer software) for anyone seeking information about careers, education and employment opportunities.

The Computer Technology Center is available for free use of the internet and computer software and offers classes on topics from computer basics to advanced internet searching.

Services the library provides to citizens: Provides free access to information, cultural and educational enrichment through programming and sites for community activities and programs.

Citizens' problems with which the library can assist: Provides informational resources needed to solve problems.

Library publications available to the public:

African American Booklist

Free at any Library location

Detroit Public Library Locations and Phone Numbers

Branch Libraries

Bowen, 3648 W. Vernor	297-9318
Chandler Park, 12800 Harper	852-4346
Chaney, 16101 Grand River	852-4545
Chase, 17731 W. 7 Mile Rd.....	578-8002
Conely, 4600 Martin	224-6461
Douglas, 3666 Grand River	833-9714
Duffield, 2507 W. Grand Blvd.	224-6456
Edison, 18400 Joy	852-4515
Elmwood Park, 550 Chene	877-8014
Franklin, 13651 E. McNichols.....	852-4797
Hubbard, 12929 W. McNichols	578-7585
Jefferson, 12350 E. Outer Dr.	267-6562
Knapp, 13330 Conant	852-4283
Lincoln, 1221 E. 7 Mile Rd.	852-4284
Mark Twain Annex, 4741 Iroquois (Mt. Calvary Missionary Baptist Church)	924-9272
Monteith, 14100 Kercheval	852-5761
Parkman, 1766 Oakman Blvd.	852-4000

Redford, 21200 Grand River.....	578-8000
Richard, 9876 Grand River	870-5057
Sherwood Forest, 7117 W. 7 Mile Rd.	578-7587
Skillman, 121 Gratiot.....	628-2750
Wilder, 7140 E. 7 Mile Rd.....	852-4285
<u>Main Library</u>	
5201 Woodward.....	833-1000
<u>Main Library Departments</u>	
Art and Literature.....	833-1470
Browsing Library	833-1010
Burton Historical Collection	833-1480
Business and Finance.....	833-1420
Card Catalog/Bibliographic Center	833-1015
Children's Library.....	833-1490
Circulation	833-1415
Computer Technology Center.....	833-4790
Film Department	833-1416
Friends of the Detroit Public Library.....	833-4047
General Information.....	833-1400
History and Travel	833-1445
Human Resources	833-4030
Marketing.....	833-4042
Municipal Reference Library.....	224-3885
Music and Performing Arts.....	833-1460
National Auto History Collection	628-2851
Philosophy, Religion and Education.....	833-1430
Service Building	833-1686
Sociology and Economics.....	833-1400
Technology and Science	833-1450
TIP Service (Information & Referral)	833-4000
Career and Employment Information Center.....	833-4251
<u>Services</u>	
Services to Blind, Deaf & Handicapped.....	833-5494
Service to Shut-Ins & Retirees (SIR).....	833-5686
For all other calls	833-1000
(Detroit City Charter Sec. 9-504, City Code Chapter 29)	

MAYOR'S OFFICE

1126 Coleman A. Young Municipal Center (48226)
(313) 224-3400

The term of the office of Mayor is four years and commences at noon on the first day of January after the regular city election which by charter shall be held on the Tuesday after the first Monday of November of 1977 and every fourth year thereafter.

The Mayor must be a citizen of the United States, a resident of the City of Detroit, and at least 18 years of age at the time of filing for and while holding office.

He or she is subject to recall by the voters of the city in the manner provided by law. The position of Mayor shall be forfeited if he or she:

1. lacks at any time any qualifications required by law or this charter;
2. violates any provision of this charter punishable by forfeiture; or
3. is convicted of a felony while holding the office or appointment.

If a vacancy occurs in the office of Mayor, the City Council President shall succeed to the office until a new Mayor is elected.

If the vacancy occurs more than one year before the next regular city general election, the City Council shall order a special primary election and a special general election to be held as soon as practicable to fill the vacancy for the unexpired term.

If a dispute arises concerning whether a vacancy of the office of Mayor has occurred, the City Council President or any three members of the City Council may petition the appropriate court for a determination of this fact question.

By a writing filed with the City Clerk, the Mayor shall designate a member of the mayoral staff or the director of a department of the executive branch as the Deputy Mayor. This designation may be terminated without cause by filing notice of termination with the City Clerk. The Deputy Mayor shall be acting Mayor during the absence or temporary disability of the Mayor and shall exercise all the powers and perform all duties of the Mayor to the extent permitted by law, except the Deputy Mayor may not:

1. Exercise any power of appointment to or removal from office, except in an emergency as declared by a two-third majority of City Council members present; or
2. Approve or veto any ordinance or resolution within the first five days of the seven days allowed under Section 4-118 of the City Charter for exercise of the Mayor's veto power.

POWERS AND DUTIES

The Mayor is the chief executive of the city and, as provided by the City Charter, has control of and is accountable for the executive branch of city government. The Mayor's powers, duties and authorities include the following:

1. To wield exclusive authority for the implementation of programs, services and activities of city government.
2. To make appointments and removals to administrative positions in city departments and to city boards and commission as described in the charter.
3. To conserve the peace of the city and administer oaths and take affidavits as provided by law and the city charter.
4. To approve, disapprove, or veto all ordinances or resolutions passed by City Council in accordance with the procedure provided by charter.
5. To prepare a budget each year to provide for the operation of city government. The budget is submitted to the City Council each April for its review and approval.

The Mayor is an ex-officio member of designated boards and commissions. Such designations may, by ordinance or otherwise, from time to time, change and therefore are not listed here.

The Mayor also wields enormous influence over the economic development of the city through the activities of the Planning and Development Department, various other economic development organizations and his own relationships with business, labor and community leaders. All current major economic development projects underway in the city have been put together with direct involvement of the Mayor.

Mayors of Detroit from 1824

John R. Williams.....	1824, 1825
Henry J. Hunt.....	1826
Jonathon Kearsley.....	1826

John Biddle	1827, 1828
Jonathon Kearsley	1829
John R. Williams	1830
Marshall Chapin	1831
Levi Cook	1832
Marshall Chapin	1833
C. C. Trowbridge	1834
Andrew Mack	1834
Levi Cook	1835, 1836
Henry Howard	1837
Augustus A. Porter	1838
De Garmo Jones	1839
Zina Pitcher	1840, 1841
Douglas Houghton	1842
Zina Pitcher	1843
John R. Williams	1844, 1845, 1846
Jas A. Van Dyke	1847
Frederick Buhl	1848
Charles Howard	1849
John LaDue	1850
Zach. Chandler	1851
John H. Harmon	1852, 1853
Oliver M. Hyde	1854
Henry Ledyard	1855
Oliver M. Hyde	1856, 1857
John Patton	1858, 1859
Christian H. Buhl	1860, 1861
Wm. C. Duncan	1862, 1863
Kirkland C. Baker	1864, 1865
Merrill I. Mills	1866, 1867
Wm. W. Wheaton	1868-1871
Hugh Moffat	1872-1875
Alexander Lewis	1876, 1877
George C. Langdon	1878, 1879
Wm. G. Thompson	1880-1883
S.B. Grummond	1884, 1885
M. H. Chamberlain	1886, 1887
John Pridgeon, Jr.	1888, 1889
H. S. Pingree	1890 to March 22, 1897
William Richert	March 22, 1897 to April 5, 1897
(Served after Hazen S. Pingree was declared by the Supreme Court to be ineligible to hold office of mayor and governor simultaneously.)	
Wm. C. Maybury	April 5, 1897 to 1904
George P.Codd	1905, 1906
Wm. B. Thompson	1907, 1908
Philip Breitmeyer	1909, 1910
Wm. B. Thompson	1911, 1912
Oscar B. Marx	1913-1918

James Couzens	1919-1922
(Mayor Couzens resigned Dec. 5, 1922)	
John C. Lodge	Dec. 5, 1922 to April 9, 1923
(To fill vacancy pending election of Mayor)	
Frank E. Doremus	April 9, 1923 to June 10, 1924
(Elected to fill vacancy caused by Mr. Couzens' resignation. Took office April 9, 1923. Re-elected November 6, 1923. Mr. Doremus resigned because of ill-health June 10, 1924.)	
Joseph A. Martin	June 10, 1924 to August 2, 1924
(To fill vacancy. Resigned August 2, 1924)	
John C. Lodge	August 2, 1924 to Nov. 21, 1924
(To fill vacancy pending election of Mayor)	
John W. Smith	Nov. 21, 1924 to Jan. 9, 1928
(Elected to fill vacancy. Took office November 21, 1924, re-elected for two-year term commencing January 12, 1926. Also, acting Mayor from September 8, 1933 to Jan. 2, 1934).	
John C. Lodge	Jan. 10, 1928 to Jan. 4, 1930
Charles Bowles	Jan. 14, 1930 to Sept. 22, 1930
(Defeated at recall election)	
Frank Murphy	Sept. 23, 1930 to May 10, 1933
Frank Couzens (acting)	May 10, 1933 to Sept. 8, 1933
	Jan. 2, 1934 to Jan. 3, 1938
Richard W. Reading	Jan. 4, 1938 to Jan. 1, 1940
Edward J. Jeffries, Jr.	Jan. 2, 1940 to Jan. 5, 1948
Eugene I. Van Antwerp	Jan. 6, 1948 to Jan. 2, 1950
Albert E. Cobo	Jan. 3, 1950 to Sept. 12, 1957
(Died)	
Louis C. Miriani (acting)	Sept. 12, 1957 to Jan. 7, 1958
Louis C. Miriani	Jan. 7, 1958 to Jan. 2, 1962
Jerome P. Cavanagh	Jan. 2, 1962 to Jan. 5, 1970
Roman S. Gribbs	Jan. 6, 1970 to Jan. 1, 1974
Coleman A. Young	Jan. 1, 1974 to Jan. 3, 1994
Dennis W. Archer	Jan. 3, 1994 to Jan. 1, 2002
Kwame M. Kilpatrick	Jan. 1, 2002 to present
(Detroit City Charter Secs. 5-101 to 5-109)	

MUNICIPAL PARKING DEPARTMENT

1600 W. Lafayette Blvd. (48216)
(313) 967-1600

Auto Parking System
(313) 967-1600

Parking Violations Bureau
(313) 967-1785

The mission of the Municipal Parking Department (MPD) is to provide economical on-street and off-street parking services; to enforce City of Detroit parking ordinances; and to coordinate parking with economical development projects throughout the city of Detroit.

The Municipal Parking Department was organized under the City Charter, effective July 1, 1974. The Mayor appoints a Director and Deputy Director to establish policies, plan programs and direct activities of the Department.

The Department is responsible for planning, supervising, operating and maintaining the City of Detroit's Auto Parking and Arena Systems (an Enterprise Fund), and for the management of 23 parking facilities. The Municipal Parking Department is also responsible for the Parking Violations Bureau (a General Fund), which is accountable for enforcement of on-street parking ordinances within the city of Detroit and the processing and collection of parking violation notices.

NEIGHBORHOOD CITY HALLS

308 Coleman A. Young Municipal Center (48226)

(313) 224-3450

(313) 224-1475 (FAX)

The mission of the Neighborhood City Halls (NCH) is to serve as a superior neighborhood resource center that links the community, businesses, government and schools; to provide safe, clean and economically sound neighborhoods. This will improve the quality of life for those who live, work and visit the City of Detroit.

Information on Community and Citywide Events

Throughout the year, the City of Detroit sponsors a number of events and activities, such as the Angel's Night anti-arson campaign during Halloween, Motor City Makeover and Town Hall meetings. During the Motor City Makeover and Angels' Night campaigns, Neighborhood City Halls play a major role in recruiting volunteers and encouraging participation from neighborhood and community groups and the business community. Your local Neighborhood City Hall has information on these activities and other city events. To volunteer, call the Volunteer Office at (313) 224-4415.

Block Club and Community Group Assistance

The NCH staff also assists block clubs and community associations in organizing and planning neighborhood events. NCH offices also work with businesses and community groups to build strong relationships in an effort to improve neighborhoods.

Register Your Community Group with Your Neighborhood City Hall Now

It is important that we have your community group or block club registered with us and that the information is current. We do periodic mailings to inform community groups of projects and meetings in their areas. To get on our mailing list, please complete a registration form at your local Neighborhood City Hall.

WHAT ARE NEIGHBORHOOD CITY HALLS?

Detroit is a city of neighborhoods, a city that gets its vitality from each of the communities that link neighbor to neighbor, block to block, community to community, from the east side to the west side, the southwest to the northeast. The City of Detroit has 6 Neighborhood City Halls located throughout the city to connect area residents with city government and with activities, organizations and other information of interest to the community. The Neighborhood City Halls play a central role in Motor City Make-over and Mayor's Time, key components of the Kids, Cops, Clean initiative, the cornerstone of the Kilpatrick Administration. Neighborhood City Halls coordinate activities and organize volunteers for Motor City Make-over, a citywide cleanup and beautification effort. Please read on for the complete list of services. Stop by and visit your local Neighborhood City Hall. We're here to serve you. Office Hours are:

Monday through Friday; 8:30am-4:30pm

SERVICES

The offices currently:

- Assist with organizing community groups
- Assist with Property Tax Assessment Appeals (Feb. 1-15)

- Assist in obtaining non-city agency services upon request
- Assist with complaints for city departments
- Provide City of Detroit employment applications and information on available city jobs
- Provide consumer information on utilities and utility programs
- Sell Dog Licenses (\$10 neutered and \$15 non-neutered)
- Provide Farm-A-Lot Program permit applications (apply for permit to farm a vacant lot and register for free seeds or plants for springtime)
- Offer free bus schedules and informational brochures
- Offer free zoo passes for income-eligible Detroiters
- Issue Senior Citizen Bus Cards (Detroiters age 65 and older—\$1.00 fee)
- Provide language assistance and translation services (Southwest NCH location only)
- Provide neighborhood meeting space (some offices)
- Offer free notary service and deeds
- Organize volunteers for Motor City Makeover
- Organize Angels' Night anti-arson patrols
- Assist with Summer Tax Deferment Program (July 1-September 15)
- Meter Park Cards (City Hall Central only)

Mayor's Neighborhood City Halls-All Area Codes 313

<u>LOCATION</u>	<u>MANAGERS</u>	<u>ZIP CODES</u>
Central District 106 CAYMC; 48226 Office:224-2989 Fax 224-4334	Contact Administration	48201,48202,48203 48204,48206,48207 48208,48216,48226
Northwest District 19180 Grand River; 48223 Office:935-5322 Fax 935-4433	Ms. Stephanie Young	48219,48223,48227 48228,48235,48239 48240
Northeast District 2328 E. 7 Mile Rd., Ste.#2; 48234 Office:852-5700 Fax 852-4299	Mr. Carl Ramsey	48203,48205,48211 48212,48213,48214 48224,48234,48236
West District 11000 W. McNichols, #103; 48221 Office: 578-7580 Fax 578-7584	Ms. Gail Carr	48203,48221,48227 48228,48235,48238
East District 7737 Kercheval; 48214 Office:852-4770 Fax 852-4769	Mr. Marloshaw Franklin	48207,48211,48213 48214,48215,48224
Southwest District 7744 W. Vernor; 48209 Office:297-9287 Fax 297-8410	Mr. Ajene Evans	48209,48210,48216 48217
Mayor's Volunteer Office 103 CAYMC; 48226	Contact Administration	All Zip Codes

Office:224-4415 Fax 224-9182

Administrative Office Emergency Contact Info:
Ms. Akua Porter, Director
Ms. Chantel S. Clemons, Dep. Director
308 CAYMC; 48226
Office:224-3450 Fax 224-1475

Contact Person:
Ms. Rosalind Worthy

OFFICE OF THE OMBUDSMAN
114 Coleman A. Young Municipal Center (48226)
(313) 224-6000
Website: www.ci.detroit.mi.us

“Ombudsman” is a Swedish word which, translated, literally means “Citizen’s Grievance Man.”

The City of Detroit Ombudsman is an independent government official whom citizens can turn to when they have unanswered questions or grievances with City of Detroit departments.

The existence of an Ombudsman Office ensures that citizen grievances with city of Detroit departments will be heard, investigated and if justified, arduous effort extended toward resolution, without charge. It provides an avenue for intervention, permitting resolution prior to seeking remedy within the costly, cumbersome and backlogged judicial system. It also provides a vehicle designed to humanize bureaucracy and provide the citizen with a sense of closer affiliation with government.

Unique in the 161-year incorporation of the City of Detroit was inclusion of an Ombudsman Office in the new charter, adopted by referendum on November 6, 1973. Inclusion of this office provides the citizens of Detroit with their own investigative agency mandated to protect their rights and resolve their grievances against city government.

The Ombudsman is empowered to investigate any action, omission, decision, recommendation, practice or procedure of any City of Detroit agency.

Charter imposed limitations prevent the Ombudsman from investigating elected officials and investigations of agencies having subpoena power are limited to review of hearings held and determination if such hearings were conducted fully and fairly.

The Ombudsman Office cannot be administratively eliminated.

Citizens may register complaints by telephone, letter, e-mail or in person. Office hours are 8:00 a.m. to 5:00 p.m. Monday - Friday.

The office of the Ombudsman issues publications: What is and Why an Ombudsman? , Ombudsman Annual Report, Ombudsman Newsletter (spring and fall yearly), Effective Ways to Complain, Dispelling Myths about Service Delivery in Detroit, Express Yourself - Getting Beyond No, Citizen’s Budget Priorities Report, and periodic Investigative Issue Reports (detailing action taken and recommendations for resolution), are available upon request and without charge.

PLANNING AND DEVELOPMENT DEPARTMENT
65 Cadillac Square
Suite 2300 (48226)
(313) 224-6380 and (313) 224-2560

The mission of the Planning and Development Department is to efficiently provide timely, high quality, revenue generating, cost-effective services and resources which promote housing,

neighborhood development, economic development and planning in order to enhance the economic climate and ensure the public health, safety and welfare of the people who live, work, visit and conduct business in the City of Detroit.

Responsibilities of the Planning & Development Department are to:

1. Assist the Mayor in directing the activities of city government by providing planning information and advice on the social, physical and economic development and conservation activities of the city, and by advocating the city administration's policies on these matters.
2. Develop and promote the best use of 139 square miles of land in Detroit so that its citizens can live in standard housing in viable neighborhoods with access to goods, services and employment opportunities provided by thriving business and industry.
3. Coordinate city planning and development activities.
4. Undertake comprehensive policy and development planning.
5. Mobilize resources for the city's planning and development activities.
6. Provide current, accurate data and information necessary for planning and decision making to officials, businesses and citizens.
7. Represent the city's interest in regional planning matters.
8. Propose, administer and carry out authorized projects, programs and plans for the conservation of stable areas, the elimination of blight and the restoration of decent, safe and sanitary living conditions.
9. Propose, administer and carry out authorized projects, programs and plans of action intended to stimulate or aid the development of housing.
10. Act as the "local public agency" for purposes of federally aided development projects.

The Planning & Development Department provides the following services to citizens:

1. Sale of city-owned properties.
2. Assistance in reacquiring tax foreclosed properties.
3. Assistance and consultation for restoring historic properties.
4. Provision of various loan and grant programs for both new construction and rehabilitation of single and multi-family residential, and commercial structures.
5. Provision of planning and development assistance to developers.
6. Provision of planning and development assistance to community - based development organizations.
7. Provision of assistance to businesses for expansion and development.

The Department has the following publications available to the public (charges are made for some of the items):

1. Master Plan - Comprehensive plan for the overall development and conservation of the City of Detroit.
2. Applications, performance reports, and other information regarding the City's Community Development Block Grant, Emergency Shelter, Home and Housing Opportunities for persons with Aids (HOPWA).
3. Capital Agenda - The proposed five-year capital improvement program of the city.
4. Existing and future land use maps.
5. A variety of publications and maps showing demographic, socioeconomic and physical data for the city.
6. Planning reports of all geographic sectors of the city, program reports, the "Introduction and Synopsis" overview report and the Overall Economic Development Plan.
7. Reports and research pertaining to the 2000 Census.
8. Empowerment Zone application and strategic plan.

(Detroit City Charter Sec. 6-201 to 6-205)

POLICE
1300 Beaubien St. (48226)
(313) 596-2200

The Police Department has the responsibility of preserving the public peace, preventing crime, arresting offenders, protecting the rights of persons and property, guarding the public health, preserving order and enforcing the laws of the state and the nation and the ordinances of the city.

As mandated by the Charter of the City of Detroit, the Police Department is headed by a five-member Board of Police Commissioners. The commissioners are appointed for five year terms by the Mayor, subject to the approval of the City Council. All weekly board meetings are open to the public, although the board may in its discretion, publicly reserve specified subjects for Executive Session. The written minutes of each board meeting are available to the public upon request. In consultation with the Chief of Police, the board establishes policies, rules, and regulations, approves the budget, resolves complaints concerning the operation of the department, and acts as a final authority in disciplinary matters.

The Chief of Police is the Chief Executive Officer of the Police Department. The Chief of Police, who is appointed by and serves at the pleasure of the Mayor, administers the department under the policies and procedures established by the Board of Police Commissioners. Organizing the department, recommending regulations/procedures, preparing an annual budget, keeping and controlling all property and equipment belonging to the department are all responsibilities of the Chief of Police. The Chief of Police also has the authority to hire, promote, commend, transfer, and discipline department personnel. The Chief of Police may attend all meetings of the Board of Police Commissioners and speak on any issue, but may not vote.

The assistant chiefs of police exercise operational control over Operations Portfolio, Administrative Portfolio and Investigations Portfolio. The appropriate assistant chief shall ensure that bureaus within their portfolios maintain the organizational structure established by the Chief of Police and operate in a manner consistent with department rules, regulations, order or procedures.

In the absence of the Chief of Police, one of the assistant chiefs shall assume the duties and responsibilities of the Chief of Police. The assistant chief shall assume any other duties or responsibilities which may be delegated by the Chief of Police or which are set forth in department rules, regulations, order or procedures.

BUREAUS

A bureau is the principle organizational sub-entity of the department and is commanded by a deputy chief, with the exception of the Human Resource Bureau, which is headed by a civilian of comparable position, the Director of Personnel. There are five bureaus in the department.

- Criminal Investigations Bureau
- Fiscal Management Bureau
- Human Resource Bureau
- Risk Management Bureau
- Technical Services Bureau

Operations Portfolio

The Operations Portfolio are responsible for operations of the six districts: Central, Eastern, Northeastern, Western, Southwestern and Northwestern Districts.

Each district is administratively divided into sectors and scout car areas for patrol purposes. A sector consist of one or more scout car areas and is patrolled by a supervisor. A scout car area is patrolled by two officers in a marked police vehicle. Districts also administer department mini-

stations located within their boundaries.

The district is responsible for providing the general police services of preventing crime, apprehending offenders, recovering stolen property, enforcing laws/ordinances and performing miscellaneous services such as operation of detention facilities, rescue operations, etc., within its boundaries.

A deputy chief is responsible for the administration and operation of each district. Each district also has two police commanders who are responsible to the deputy chiefs. The police commander is in charge of the Patrol Operations.

Criminal Investigations Bureau

The Criminal Investigations Bureau is responsible for directing, coordinating and insuring the efficient operation of the department functions relating to detection, apprehension and prosecution of criminals. It is also responsible for assigning specialized patrol services, deploying emergency resources; tactical and strategic planning; and coordinating enforcement efforts against youth crime activities.

Fiscal Management Bureau

The Fiscal Management Bureau is responsible for the department's financial transactions, business administration and maintenance of police buildings/facilities.

Human Resource Bureau

The Human Resource Bureau is responsible for maintaining personnel records on all members and employees, for processing all personnel matters, for recruiting new members for the department, for administering all department training, for administering and securing examinations, both entry level and promotional. In addition, the bureau is responsible for administering the police/labor contracts.

Risk Management Bureau

The Risk Management Bureau is responsible for inspecting departmental facilities and equipment to ensure that it is operating in a safe and/or efficient manner, identifying existing and potential problem areas, evaluating the level of department discipline and efficiency, ensuring that this department is in compliance with all applicable Department of Justice recommendations specific to this department's operations and ensuring that proper care is provided for sick and injured members of the department when the sickness is duty related.

Technical Services Bureau

The Technical Services Bureau is responsible for maintaining departmental reports and records, analyzing suspected narcotics and dangerous drugs, identifying trace evidence, processing crime scenes for physical evidence, providing still photography services and preparing department illustrations and visual aids. The Technical Services Bureau is also responsible for all radio dispatching, prisoner information and providing 24 hour, seven day advisory service to the patrol force and receiving notification of certain major crimes and unusual occurrences from the various commands of the department.

Department Publications

Each year the police department prepares and publishes an **Annual Report**. This report contains a summary of department activities for the year; together with statistical information reflecting criminal activity and police operations. Although the **Annual Report** is not available to the public on the basis of individual requests, copies of the report are distributed to the Detroit Public Library and various university libraries in the metropolitan area.

The **Detroit Police Department Manual and Directives**, which govern police department procedures, are also available for public inspection. Copies of the rules, regulations and orders are housed in the Municipal Reference Library of the Detroit Public Library, located in the Coleman A. Young Municipal Center.

The Police Department distributes numerous crime prevention pamphlets in a continuing effort to assist and educate the public in the prevention of crime. The pamphlets provide advice on reducing the opportunities of such crimes as robbery, criminal sexual conduct, burglary and auto theft occurrences. The pamphlets are available at each district and mini-station throughout the city, free of charge. Each district has crime prevention officers who distributes these pamphlets and in addition, conducts crime prevention programs for both businesses and private residents within their communities.

DISTRICT LOCATIONS

Southwestern District	2801 W. Vernor	596-5300
Northwestern District	11450 Warwick	596-5600
Eastern District	11187 Gratiot	596-5900
Northeastern District	5100 E. Nevada	596-1100
Western District	1441 W. Seven Mile Rd.	596-1200
Central District	4747 Woodward	596-1300

Records/Identification

The accident reports and official complaint or police reports are maintained by the Records/Identification. Citizens may obtain a copy of their report from this office during business hours, in accordance with the following schedule:

Accident Reports	\$10.00/copy
Police Reports	\$ 4.00/copy

The Report Unit is located at 1300 Beaubien, Room 219, and the telephone number is 596-1908. Business hours are 8:00am-6:00pm, Monday through Friday.

Records/Identification (Gun Licensing)

Applications for permits to purchase firearms are processed by the Records/Identification (Gun Licensing). There is no charge for the initial permit application

Gun Licensing also processes applications for concealed weapons permits (the initial application is made at this office). The county, state and federal governments all assess fees to process various aspects of the application-the City does not charge a fee for this service.

Gun Licensing is located at 1300 Beaubien, Room 218-A, and the telephone number is 596-2063. Business hours are 8:00am-5:30pm, Monday through Friday.

Telephone Crime Reporting

Telephone Crime Reporting (TCR) accepts police reports from citizens by telephone on crimes that are of a non-emergency nature, e.g., identity theft. Citizens should utilize this service whenever the presence of a uniformed police officer is not required and telephone reporting will effectively deal with the situation. TCR accepts police reports seven days a week, Monday-Sunday 8:00am-8:00pm. The telephone number is 267-4600 or 311.

Records/Identification provides the following services:

Letter of Clearance (Detroit resident)	\$ 8.00
Letter of Clearance (Non-Detroit resident)	\$10.00
Fingerprinting	\$ 2.00/per card
Fingerprinting (Sr. citizens 60 yrs. and older)	\$2.00
Immigration Clearance-Canadian Only	\$ 2.00/prints only
Lottery Retailer (State Prints)	\$ 2.00
CCW	\$15.00/prints

Identification is located on the 4th floor of 1300 Beaubien, and the telephone number is 596-2114. Business hours are 8:00am-6:00pm, Monday through Friday.

24 Hour Hot Lines

224-DOPE 224-3673
224-GUNS 1-800-SPEAK-UP
(Detroit City Charter Sec. 7-1101 to 7-1118; City Code Chapter 43)

PUBLIC LIGHTING DEPARTMENT

9449 Grinnell (48213)
(313) 267-7202

The Public Lighting Commission was created by an act of the legislature dated March 18, 1893. Located originally on Randolph Street at the Detroit River, a power plant of 1000 kilowatts capacity was constructed in 1895 to supply power to the street lighting system and public buildings. In 1927, all electrical generation was transferred to the Commission's Mistersky Power Station on West Jefferson Avenue, with a capacity of 60,000 kilowatts. Through periodic expansion, the electrical generating capacity of the Mistersky Power Station was increased to 184,000 kilowatts by 1979. A power interchange line of 80,000 kilowatts capacity connects the Mistersky Power Station to the Detroit Edison Company (DTE). In addition, the Herman Keifer Heating Plant is operated by the Department.

In accordance with the City Charter adopted by the electorate in 1973, the name of the Public Lighting Commission was changed on July 1, 1974 to the Public Lighting Department.

The municipal street lighting system has grown from fewer than fifteen hundred lamps in 1895 to 86,884 lamps as of July 1, 1994.

With a city-wide power distribution system, the Department now serves over 890 public buildings. Among the Public Lighting Department's customers are various City of Detroit Departments, the Detroit Board of Education, Wayne State University, Joe Louis Arena, Wayne County Community College, Cobo Hall and other agencies of Federal, State and County government.

The department inspects and regulates the use of utility poles in the city.

Public Lighting also maintains the city's traffic signal system. As of July 1, 1997 there were 1286 intersections on the system. Wayne County operates and maintains 235 intersections in the city.

Public Lighting maintains the Police and Fire Communications network which includes the extended 911 and automated dispatch systems.

The Public Lighting Department presently employs about 350 persons.

A five-member commission is appointed by the Mayor and serves without compensation to advise in the operation of the Department. The term of membership is five years and the term of one member expires each year.

The Department is enabled to:

1. Furnish and sell light, heat and power to any person, firm, division or corporation within or outside of the city to the extent permitted by law;
2. Exercise other powers and perform other duties necessary to carry out its functions;
3. Install street lights on any street or in any alley as deemed necessary by the department or upon investigation of request by Detroit citizens or their organizations.

Citizens can call the following numbers for assistance:

New Lighting Requests..... 267-7232
Street Lights Out..... 224-0500
Traffic Signal Trouble 224-0500
Report Wire Down..... 224-0500

(Detroit City Charter Sec. 7-1201 to 7-1204)

PUBLIC WORKS, DEPARTMENT OF
513 Coleman A. Young Municipal Center (48226)
(313) 224-3900

MISSION STATEMENT: To provide excellence in the delivery of essential environmental, infrastructure and automotive services, thereby ensuring a safe and clean environment for our customers in a cost efficient manner.

The Department of Public Works was established in 1874. The department is responsible for collection and disposal of waste, street maintenance, engineering, snow and ice removal, installation and maintenance of traffic signs and markings on city streets and vehicle repair and maintenance.

The Solid Waste Division in previous years collected more than 600,000 tons of waste and spreads as much as 77,000 tons of salt during an average winter.

There are six (6) divisions within the department. The direct service divisions are Solid Waste, Street Maintenance, Vehicle management, City Engineering, Traffic Engineering and the 311 Call Center.

The City Charter provides for the appointment, by the Mayor, a director and deputy director. The director is responsible for establishing policies and procedures for the operation of the department. The Department of Public Works shall:

1. Provide for the management and collection of garbage and debris.
2. Except as otherwise provided by law or charter, cooperation with other city departments and regional agencies to enforce environmental ordinances of the City of Detroit Code and other environmental statutes.
3. Provide for the construction, maintenance and engineering design of streets, alleys and public buildings.
4. Plan, establish and maintain systems and devices for safe and expeditious regulation and control of traffic within the city.
5. As provided by law or ordinance, perform other functions necessary to improve the quality of the environment.

The deputy director assists the director in formulating policies, plans and procedures for the department. The deputy director coordinates and directs the various operations in accordance with the City Charter provisions and acts for the director in the director's absence.

Solid Waste Division

The Solid Waste Division directs the activities involved in the collection and disposal of municipal waste from households, streets, alleys and illegal dumpsites. This responsibility includes the collection and disposal of abandoned scrap tires through various grant-funded programs; the provision of public dumping facilities of a Type B and Type II nature as regulated by the Michigan Department of Environmental Quality and Wayne County Department of the Environment; planning and development of collection routes; placement, collection and repair of refuse containers provided by the department; the collection of dead animals from public and private property; and in conjunction with the Department of Environmental Affairs, the cleaning of illegal dumpsites.

Household refuse collection services are provided on a scheduled day each week. The division provides day, afternoon and midnight crews to maintain and clean the downtown and Eastern Market refuse containers and street litter or debris.

Street Maintenance and Construction Division

The Street Maintenance and Construction Division provides right of way road and right of way tree maintenance activities for approximately 2600 miles of streets, 608 miles of paved alleys and 708 miles of unpaved alleys. Major activities include road repairs such as pothole repairs and

street sweeping. Additional maintenance responsibilities include the facilitation of street closures for special events and providing tree removal or pruning for street trees. In addition, Street Maintenance works in conjunction with Solid Waste to provide snow and ice removal services, as needed.

Vehicle Management Division

The Vehicle Management Division coordinates and directs the purchase, repair, maintenance and replacement of all automotive equipment of the city, except for those controlled by the Fire Department, Department of Transportation, Department of Water & Sewerage and the Housing Department.

Traffic Engineering Division

The Traffic Engineering Division is responsible for the safe and expeditious movement of traffic within the City of Detroit. The division carries out its responsibilities through the design of the roadway system itself and by maintaining traffic controls consisting of signs, signals, pavement markings and related devices.

The division's Traffic Sign Shop is responsible for installations and maintenance of signs and pavement marking. The Traffic Engineering Division in conjunction with Public Lighting Department is responsible for traffic signal maintenance.

Daily activities include processing of citizen requests relating to traffic control and parking control signs (including handicap signs) and traffic signal installations/adjustments. In addition, this division reviews the requests for permits to use street right-of-way for facilitating construction projects of special events and reviews all traffic plans/geometric design associated with new developments.

All requests regarding the changes to the traffic controls or parking controls can be submitted in writing to the City Traffic Engineer, 2633 Michigan Ave., Detroit, MI 48216. All requests regarding repairs to traffic controls or parking control signs can be made by calling 224-1610 or 224-1811 between the hours of 8:00am to 3:00pm-Monday through Friday. All requests regarding new installation/renewal of handicap signs can be made by visiting Traffic Sign Shop located at 2425 Fenkell Ave. between the hours of 8:00am to 3:00-Monday through Friday. The DPW 311 Call Center should be contacted at all other times at 224-4636 or dial 311. All requests regarding repairs to traffic signals can be made by calling 224-0500 at any time.

(Administering the division's responsibility and duties is mandated by the 1973 Detroit Charter (Chapter 14) and reiterated in detail in chapter 55 of the 1984 Detroit City Code.)

City Engineering Division

The City Engineering Division is responsible for all City public works engineering, except for that related to water and sewerage facilities and street lighting, which are the responsibility of the Water & Sewerage Department and the Public Lighting Department respectively.

City Engineering Division responsibilities include the design, engineering, contract preparation and construction supervision for a variety of public works projects; including the construction of public buildings, roads, bridges, sidewalks and other construction in the public right-of-way. The division is also responsible for the maintenance of official city maps and prepares land surveys for construction and condemnation proceedings.

The City Engineering Division issues permits for the construction of sidewalks and driveway approaches, curb cuts, encroachments into the public right-of-way, temporary street and alley closing, wide and overload hauling within the city limits, barricade construction, spur railroad track construction and snow plow vehicles. The division assigns house numbers for new building construction and issues notices to property owners for the repair or replacement defective sidewalks.

The division can provide copies of the official cartographic city maps at cost; can furnish street or alley right-of way information, official city vertical control survey data; and longitude and latitude data for Federal Communications Commission permit applications. This division can also

provide information on street and alley closing petitions and processes.

The division will prepare plans and implement the paving of an unpaved street or alley based upon petitions approved by City Council. Information on these petitioning processes and/or assessments for paving can be obtained from the City Engineering Division by contacting the DPW 311 Call Center, 224-4636 or dial 311 for the appropriate City Engineering Division you should contact.

311 Call Center

The DPW 311 Call Center was developed to improve the city's customer service to Detroit residents and businesses and to increase efficiency in responding to service requests. The 311 call center is available within Detroit city limits. To reach 311 from outside the city limits or from a cell phone, dial (313)224-INFO (4636).
(Detroit City Charter Secs. 7-701 to 7-702)

RECREATION DEPARTMENT DETROIT

65 Cadillac Square, Suite 3900 (48226)
(313) 224-1100

The foundation of the Detroit Park System was laid in 1806, at which time, under an act of Congress, the Governor and Judges of Michigan laid out Detroit with several public spaces and parks such as Grand Circus Park, Campus Martius and others. Belle Isle was purchased in 1879. Several of the City's larger parks, Palmer and Clark and Rackham Golf Course were developed on land donated by generous public spirited citizens. By 1910, there were over 20 parks - nearly 2000 acres - valued at more than \$10 million.

The first recreation program was established in the basement of a school in 1899. A Recreation Commission was created by Charter Amendment in 1914 and the first superintendent appointed in 1915. A variety of titles were used to define the Department until 1974, when the new City Charter designated it the Recreation Department.

The director and deputy director are appointed by the Mayor. All other certified staff are selected through the City's Personnel Department on the basis of examinations. Seasonal and contractual staff complement the corps of salaried staff as needed to provide recreation services.

A Recreation Department operates recreational facilities, plans and conducts organized programs of recreational activities in the City of Detroit and to the extent possible, coordinates all recreational programs being offered in the city. The department is responsible for conducting an extensive year-round recreation program; for establishing rules and regulations governing park property and recreation facilities; for controlling, managing and improving park land under its jurisdiction; and for construction, landscaping, maintenance and repair of city-owned recreation buildings, equipment and park areas.

The Recreation Department maintains all shade trees and floral plants on park property. The department owns and is responsible for the operations of the city's marinas and golf courses, and several city-owned cemeteries. The department also owns and operates a 200-acre Recreation Camp near Brighton, Michigan which was renovated in the hopes of offering Detroit youth an opportunity to experience a week-long stay at summer camp.

Butzel Family Center and Northwest Activity Center are units of city government attached to the Recreation Department. Both are multi-service centers, housing numerous public and private agencies that bring health and social services directly into the neighborhood for easier community access. They offer recreational activities and space for community meetings and special events. These facilities are managed by mayoral appointees.

The Recreation Department is also responsible for the operation of the Chene Park

Amphitheatre which annually host entertainment for several million visitors. The department handles parade permits and provides support services for community celebrations across the city.

There are four major operations: Recreation, Forestry/Landscape, Buildings & Mechanical Maintenance, and Belle Isle, and five staff units; Landscape Design, Planning/Grants, Personnel/Payroll, Accounting /General Office. The following describes the functions of the four divisions.

Operations Division

This Department provides constructive leisure-time programs and activities for all age groups in the physical, cultural and social areas of recreation. Fun, adventure, companionship and an opportunity for self-expression are offered through a wide choice of year-round activities in conveniently located recreation facilities, including 21 recreation centers and 11 indoor swimming pools.

Additional summer activities are scheduled at selected neighborhood parks, playgrounds and TWO outdoor pools plus the Belle Isle Beach. Professional recreation instructors, augmented by part-time leadership and supervisors, organize and conduct competitive sports, swimming, physical fitness, arts and crafts, dramatics, choral, dancing, hobby and social activities for all age groups. Several programs are supported with contributed funds. These include the Fishing Derby, Easter Fun fest and Metro Youth Fitness and numerous other special events throughout the year.

Musical entertainment is provided during the summer months at Belle Isle; and several bands perform at various neighborhood parks. A reduced cost concert series is offered at Chene Park. Theater and dancing groups present programs at the neighborhood centers during the summer and at intervals throughout the year. The Recreation Department conducts instrumental music classes, youth orchestra, band and supports two summer Cultural Arts Camp.

Camping opportunities at the Detroit Recreation Camp near Brighton, Michigan are offered to children & families, as well as to senior citizens, physically challenged and mentally impaired populations. Weekend camping is available to community, church and social service agency groups.

In addition to a full winter indoor recreation program at the 21 recreation centers, figure skating and competitive ice hockey are provided at Jack Adams Arena.

The Operations Division operates 8 senior sites for recreational, educational and socialization programs for senior citizens.

The division conducts activities for physically challenged and mentally impaired adults and participates in and supports the Cerebral Palsy Games and the Windsor International Indoor Sports Games for physically-challenged athletes.

The division extends cooperation and organizational expertise, loans equipment to hundreds of private organizations, industry and special groups who are planning and sponsoring art fairs, festivals, exhibits and competitions. The scheduling of artists at Head Start programs, the Metropolitan Youth Fitness Program and the Riverfront Festivals are among the special activities coordinated by the Operations Division..

Forestry and Landscape Division

The Forestry and Landscape Division is comprised of 181 full-time employees and approximately 100 part time or seasonal employees. These employees are charged with the maintenance and care of 390 parks, greenbelts and miscellaneous properties totaling over 5890 acres. In addition, the Forestry Division is responsible for the city's 250,000 street trees, along 2800 miles of city streets.

The division's grounds maintenance crews handle grass mowing for all city parks and recreation property, the safety and upkeep of all playground equipment, the care of ball diamonds and football/soccer fields, trash pick up and snow removal from parking lots and sidewalks. They also pick up and deliver portable bleachers and other equipment needs for special events.

The Forestry Division is involved in many special projects and events throughout the year; These include the Thanksgiving parade; Christmas tree set up throughout the city; Rescue the Rouge, Hydroplane Races, Grand Prix, Summer Youth Programs and the Adopt-A-Child Program. On a regular basis the department is actively involved with many of the city's block clubs and special interest groups, coordinating various community functions, providing speakers, general leadership and direction of Forestry activities.

The Adopt-A-Park Program coordinates volunteer neighborhood groups in special projects like tree and flower planting, park clean up and painting of playground equipment and fences.

Many specialized services are provided by the Forestry/Ground Maintenance Operations:

1. Two Forestry crews are contracted through the Public Lighting Department for utility line clearance throughout the city. These crews prune all offending plant material on streets, alleys and public easements.
2. Meyers Nursery, one of the largest municipal nurseries in the country, is operated under the Forestry Division. The 150-acre nursery provides all of the plant material for street planting and supplemental planting on various city properties.
3. The division's Park Development Unit is responsible for redevelopment for park properties and construction projects involving any Recreation Department property.
4. A mechanical maintenance unit, the Equipment Repair Shop, is responsible for repairing and general maintenance of Recreation Department vehicles and operating equipment; i.e., bulldozers, hydraulic tower trucks and all grass cutting equipment. The Equipment Repair Shop helps keep the department's 400 vehicles functioning and plays a critical part in park maintenance efforts.

Forestry supervisors handle citizen complaints which involve trees, plant materials, or park properties; inspect plant material requests for service; issue landscaping permits; and investigate storm damage of fallen street trees. They inspect trees and plant material for diseases and insect infestations. They are State Certified Pesticide Applicators. They also inspect work performed by private contractors on condemnation of private trees. Special attention is given to destruction caused by tree roots in sewers, water lines and under public sidewalks.

Building/Mechanical Maintenance Operations

Maintains approximately 400 buildings owned by the Department. The buildings include recreation centers, golf course clubhouses, service buildings, refectories, artificial ice skating rinks, picnic shelters, comfort stations and the carpenter/sign shop. Valuable fountain and canal pumping machinery, carpentry tools, refrigeration equipment, swimming pool filtration systems and space heating boilers are maintained and repaired by the Buildings/Mechanical Maintenance Operations Personnel.

Belle Isle

Belle Isle, a 1,000 acre historic island park hosts over ten million visitors each year. The island houses a variety of tourist attractions, including: an aquarium, a zoo, a flower conservatory, a nature center and a nautical museum. However, Dossin Museum is a part of the Historical Society. The Detroit Police Department and the U.S. Coast Guard also have personnel posts located on Belle Isle.

A canal system and a virgin forest wooded area offer the ideal natural habitat for hundreds of Canadian Geese, ducks and other wildlife.

In addition to five miles of scenic shoreline, with panoramic views of Windsor and Detroit and a close-up look at Great Lakes freighters traveling along the Detroit River, Belle Isle offers visitors their choice of golf, tennis, handball, fishing, bicycling, running, nature trails, ice skating, playground and picnic activities.

Belle Isle Park Administration handles picnic shelter reservations for large-scale family

reunions and corporate picnics; scheduling and support services for hundreds of Recreation Department and community-sponsored special events; and conducts its own softball leagues, golf tournaments, and a beach volleyball program. Floricultural staff at the Anna Scripps Whitcomb Conservatory present flower shows annually. Belle Isle staff and volunteers host the “Haunted Forest” at Belle Isle’s Nature Center during the week before Halloween.

Individuals or groups may rent the casino, the band shell, Flynn Pavilion and other facilities on the island for special occasions. Many couples have arranged weddings and receptions at the Conservatory.

Belle Isle also conducts revenue-producing activities for the department, whether through direct management or contractual arrangements.

Recreation Department Support Units

Personnel and Payroll, Accounting and General Office staff units support the Recreation Department in meeting its responsibilities. The Personnel Unit handles the administration of city Personnel Policies and Procedures as they relate to department employees. The unit also facilitates special employment programs fostered by other governmental agencies. In addition to handling specific management vs. employee issues and individual cases of disagreement requiring resolution, the unit initiates in-service training, keeps watch on safety standards and supports Affirmation Action activities of the department. The Accounting Unit consults with and advises divisions and units of the department on various accounts, prepares annual budget submissions and modifications, oversees fiscal expenditures and conducts internal audits and audits of concessionaires. It also keeps inventories of all department vehicles, equipment, materials and supplies. The General Office Unit handles the preparation of contracts for planning, building repair and renovation; for vendors; and for personal services. It is responsible for vendor and contract payments and various other business related functions. It’s staff provides information and direct calls coming into the general information number. They handle the purchase of office supplies and duplicating services for the department. The unit also processes printing requisitions and tracks purchases requisitions.

Landscape Design/Planning/Grants

Staff units provide specialized services for the Recreation Department and other City departments and agencies. Capital grant applications, requests for proposals and contract bid packages are prepared by the Planning Design’s Construction Management Unit. The Unit oversees Capital projects totaling millions of dollars annually and prepares the Department’s Five Year Capital Agenda. This Unit is responsible for maintaining property records and handling new property acquisitions, leases and sales. The Landscape Design Unit prepares drawings and technical specifications for a variety of projects; completes design studies, cost estimates and construction plans for department projects; prepares and administers contract bids, awards and permits; and conducts inspections during the implementation of projects. The Design Unit prepares drawings and technical specifications for a variety of projects; prepares and administers contract bids, awards and permits; and conducts inspections during the implementation of projects. The Unit prepares graphic materials; and provides landscape design services and review for other City departments.

General Information

The Recreation Department can provide assistance on the following:

1. Recreational programs and facilities.
2. Tree complaints and storm damaged trees and request for planting trees.
3. Maintenance and upkeep of recreational property and buildings.
4. Requests for additional programs and facilities.
5. Expertise in the area of leisure services to groups and organizations.
6. Information on Federal and State-funded programs being administered by this department.

7. Information on property and buildings under the Department's jurisdiction.

The Recreation Department has a limited stock of flyers and brochures on topics such as recreation center activity schedules, Belle Isle, Detroit Recreation Camp, fishing sites, and special events. These may be requested by letter or phone. A subscription of (10 issues per year) to the Senior Citizens Activity Calendar, which also includes referral information for other agencies and advice of interest to seniors, may be ordered for \$3.00 from the Recreation Department, 65 Cadillac Square, Ste. 3900, Detroit, MI 48226. A check or money order should be made payable to the Recreation Activity Fund. These may be requested by letter or phone.

Recreation Centers

Map. No.	Name	Location	Phone
116	Adams/Butzel	10500 Lyndon (48238)	935-3119
161	Brewer	4535 Fairview (48214)	267-7152
30	Cannon	5020 Cadieux (48224)	267-7148
483	Clemente	2631 Bagley (48216)	224-0228
423	Considine	8904 Woodward (48202)	876-0131
190	Crowell	16630 Lahser (48219)	578-8011
101	Delray	420 Leigh (48209)	297-9333
234	Handicapped Center	100 Lenox (48215)	852-4156
175	Heilmann	19601 Crusade (48205)	852-4344
229	Kemeny	2260 South Fort (48217)	297-9332
99	Lasky	13200 Fenelon (48212)	852-4287
187	Lipke	19320 Van Dyke (48234)	852-4281
138	Patton	2301 Woodmere (48209)	297-9337
397	Tindal	10301 W. 7 Mile Rd. (48221)	578-7606
22	Brewster/Wheeler	637 Brewster (48201)	833-9777
500	Williams	8431 Rosa Parks Blvd. (48206)	224-6582
499	Young	2751 Robert Bradby Dr. (48207)	877-8008

Multi-Service Centers

Butzel Family Center	7737 Kercheval (48214)	852-4734
Northwest Activities Center	18100 Meyers (48227)	578-7500

All-City Venues

Chene Park	Foot of Chene at Atwater	877-8077
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Waterfront Locations

Grayhaven Marina	Foot of Conner (48215)	852-4150
Henderson Marina	E. Jefferson & Marina Dr. (48214)	852-4094
Riverside Launch Ramp	Foot of W. Grand Blvd. (48216)	224-1824

Golf Courses, as of September 1994

Rogell	18601 Berg Rd. (48219)	935-5331
Chandler Park	12801 Chandler Pk. Dr. (48213)	331-7755
Palmer Park	19013 Woodward (48203)	883-2525
Rackham	10100 W. Ten Mile Rd. (48070)	(248)543-4040
	Huntington Woods	
Rouge Park	11701 Burt Rd. (48228)	837-5900
Rouge Driving Range	21061 Plymouth Rd. (48228)	837-5313
Belle Isle		852-4086

SENIOR CITIZENS DEPARTMENT

65 Cadillac Square, Suite 300 (48226)
(313) 224-1000 (313) 224-1476
Tene-Sandra M. Ramsey, Director

The mission of the Seniors Citizens Department is to serve as an advocate through, planning and research, while monitoring and coordinating departments to provide direct and indirect services to our seniors. This will help ensure that the senior citizen population of our community is better able to attain and/or maintain lifelong dignity and independence.

Aim

The department's aim is to enhance the quality of life for Detroit senior citizens through the delivery of services designed for the elderly. Those services, provided in conjunction with various federal, state and city agencies, include: disseminating information on issues and services affecting seniors; referrals to health screening services, assistance in obtaining government benefits; information and outreach services for Spanish-speaking elders; assessing the needs of Detroit's elder population and coordinating senior citizens-related special events. The department also promotes the active involvement of seniors in the life and health of their neighborhoods.

Outreach & Assistance (313) 224-5444

Consumer Advocacy (313) 224-6995

Special Events (313) 224-1000

Special Events

The Senior Citizens Department Special Events Unit plans Community Awareness Forums, Educational Forums, Safety and Health Awareness Program and Social Functions. This unit is organized to provide seniors with the opportunity to expand their social relationships and remain active participants in the community.

Outreach and Assistance

The Outreach and Assistance Unit (O&A), a federally funded program mandated by the 1965 Older Americans Act, is the senior's link to the community. O&A provides information and telephone assistance to older persons seeking human and social services, such as:

Various informational flyers, brochures, etc.

Assistance with the chores

Locating jobs and housing

Consumer Advocacy

The Consumer Advocacy Division provides high-quality and user-friendly service to consumers and businesses through education, mediation and investigation. It protects the citizens of Detroit against dishonest business practices in the sale of goods and services and provides consumer advice and assistance to the public.

TRANSPORTATION, DEPARTMENT OF DETROIT

1301 East Warren Avenue (48207)

General Information: (313) 933-1300

Michigan Voice Relay: 1-800-649-3777; TDD/TTY

Service Information: (313) 834-3434

The Detroit Department of Transportation (D-DOT) was established as a municipally owned and operated transportation system under the Detroit City Charter-Detroit City Code Reference 7-1401. May 15, 2002 marked the 80th anniversary of this municipally operated transit system. The mission of the Detroit Department of Transportation is to provide the highest quality public transit service by moving people in a cost effective, safe, and user-friendly manner that maintains and

attracts residents, businesses and visitors to the City as part of a metropolitan Detroit multi modal transportation system, thereby benefitting the City's economic vitality.

History of Detroit Public Transportation

The City of Detroit, through the Detroit Street Railways (D.S.R.), began operating public transportation services during the early 1920's. During this period, service consisted of street railway cars and eventually bus services. In 1937, to increase the flexibility of transit services within the city, bus service was substituted for streetcars. Eventually streetcar service was phased out in 1956. On November 19, 1962, trolley coach operation was discontinued. On September 20, 1976, four newly restored vintage rail trolley cars from Lisbon, Portugal returned to operate on Detroit's Washington Boulevard as a transportation attraction. In later years, more trolleys were added to the fleet, which currently stands at nine trolley cars.

Today, under the restructured 1974 Detroit city charter, the Detroit Department of Transportation, (D-DOT) is the major bus transit carrier within the Southeastern Michigan area as well as the entire State of Michigan. It is responsible for operating transportation equipment, including scheduling of service, performing necessary maintenance and repairs to buses and service vehicles and maintaining, replacing and repairing all (D-DOT) properties including building, structures, systems and bus shelters.

System Overview

Bus Transit

The Department of Transportation's active fleet consists of 497 full-sized and small buses, as of May 2003. During fiscal year 2002, D-DOT carried 131,700 passengers per day, covering a total of 203,588,007 annual passenger miles. Over 39 million fixed route (service operated along an established route according to a fixed schedule) unlinked passenger trips are taken annually. D-DOT serves the City of Detroit and 22 suburban communities along 51 fixed route bus lines. It carries approximately 80 percent of the region's bus passengers.

On January 25, 1997, Detroit Metro Lift ADA Complementary Paratransit Service was introduced. It serves all trip purposes, origins and destinations for ADA certified passengers in the D-DOT service area, within 3/4 mile of an operating fixed route. As of May 2003, Detroit Metro Lift operates 47 lift equipped Paratransit vehicles.

Downtown Vintage Rail Trolley

D-DOT operates vintage rail trolley cars downtown on Washington Boulevard and Jefferson Avenue between Grand Circus Park and Hart Plaza. The electric-powered cars were built in the United States, Portugal, England and Germany between 1895 and the 1920's.

Organization

D-DOT consists of 11 divisions: Accounting, Administration, Management Information Systems, Purchasing and Contract Administration including (Inventory Control Warehousing), Plant Maintenance & Construction, Planning & Marketing, Transportation Operations, Vehicle Maintenance, Scheduling & Service Development, Grants Administration and Human Resources. D-DOT'S workforce totals 1,838 budgeted positions.

Facilities

Primary facilities include an administration building, heavy repair structure, plant maintenance building and three satellite terminals with accompanying garages. Facilities used for major bus passenger traffic and layover purposes are State Fairgrounds and Capitol Park. Additional transfer sites are located at Northland, Eastland, and Wonderland shopping centers, Fairlane Town Center and Royal Oak Transit Center. Approximately 6,000 bus stops are a part of the department inventory.

Customer Services

Several services are provided to customers through the D-DOT Customer Service

Information Center. The office hours for these services are Monday-Friday 6:00am to 6:00pm weekdays, unless otherwise noted. The Customer Service Information Center provides: automated route and scheduling for fixed route service; reservations for certified ADA Paratransit passengers; fare information; customer service information; lost and found referral; comments, compliments and complaints; D-DOT service news; and Gray Line sightseeing tour information.

D-DOT Customer Services Telephone

- General Information (313) 933-1300 or 1-888-D-DOT-BUS outside of the (313) area code
- TDD/TTY Service Information (313)834-3434; Elderly and Handicapped Accessible Information (313)933-1300 or 1-888-DDOT-BUS outside of the (313) area code
- I.D. Card for Eligible and Disabled Seniors to ride free: (Special Fares) (313)578-8266
- Route and Schedule Information (313)933-1300 or 1-888-DDOT-BUS outside of the (313) area code
- Michigan Voice Relay Service 1-800-649-3777
- Comments, Compliments 7 Complaints (313)933-1300 or 1-888-DDOT-BUS outside of the (313) area code
- Detroit Metro Lift Trip Reservations (7) days a week from 8:00am to 4:00pm (313)933-1300 or 1-888-DDOT-BUS outside of the (313) area code

Schedule and Literature

The Department of Transportation has pocket-sized schedules of bus routes. Schedules are available in alternative to print (large print and Braille). Schedules and trip planning can be accessed on the DDOT web site (<http://www.ci.detroit.mi.us/ddot/main.htm>) If you wish to receive a copy of a bus schedule or if you just wish to check on one or two lines using our automated system, call:

D-DOT Route & Scheduling Information (313)933-1300

or

1-888-DDOT-BUS outside of the (313) area code

Hearing Impaired (TDD/TTY)834-3434

Printed schedules are also available at branches of the Detroit Public Library, Neighborhood City hall Offices, Joseph Walker Williams Recreation Center, Capitol park Transit Center Fairgrounds Transit Center and DDOT Main Office.

The following publications are available to the public and subject toochange: System maps; Fare Guide; General D-DOT Information; Guide to Accessible Services; ADA Eligibility Certification Program; D-DOT: we're a better ride; Service Changes (if necessary); The Commuter Benefit Program; Detroit Gray Line Tours; Detroit Metro Lift.

Commendations

Use telephone numbers listed below to report actions on the part of a D-DOT driver or other D-DOT driver or other D-DOT employee whom you consider has performed a service "above and beyond the call of duty". If the employee is a Transportation Equipment Operator (bus dirver) it is helpful to have the driver's badge number, bus number, bus line, time of the occurrence and the location. Although commendatjions are taken on the phone, the Department would prefer to have your commendation in writing. You should be willing to give your name and address in order that the Department may acknowledge your commendation and advise you of the action taken.

For D-DOT commendations, call:

D-DOT Comments, Compliments & Complaints (313)933-1300

or

1-888-DDOT-BUS outside of the (313) area code

Hearing Impaired (TDD/TTY) 834-3434

Or address letters to:

Director, Department of Transportation
1301 East Warren Ave.
Detroit, MI 48207

Complaints

Use the telephone number listed below to report all types of complaints (bus did not stop, bus is off schedule, coach stop signs, etc.) When submitting a complaint, it is helpful to have the bus number, time and day of the occurrence (or non-occurrence), location, bus route and direction traveling. Although complaints are taken on the phone, D-DOT would prefer to have your complaint in writing. Certain customer service public telephone lines are recorded. You should be willing to give your name and address. If you do not give your name, your complaint can be investigated but no remedial employee related action can be taken.

If your personal information is provided (i.e., name, address, etc.), you will receive an acknowledgment card regarding your complaint explaining that:

- Complaint reference number has been assigned;
- An investigation of the complaint (or incident) will be made;
- Appropriate employee disciplinary or operational actions will follow;
- You will be notified in writing of the investigation findings and corrective action(s) taken by D-DOT.

D-DOT Comments, Compliments & Complaints (313)933-1300

or

1-888-DDOT-BUS outside of the (313) area code

Hearing Impaired (TDD/TTY) 834-3434

Or address letters to:

Director, Department of Transportation
1301 East Warren Ave.
Detroit, MI 48207

Lost and Found

Inquires regarding items lost or found on D-DOT buses are made by calling the D-DOT Customer Service Information Center at (313)933-1300. The Customer Service operator will direct your call to the bus terminal of the route involved. Bus terminal office hours are 10:00am-4:00pm. Property found and submitted to the terminal office will be held for 30 days.

Accidents

Use the telephone numbers listed below to report all coach accidents in which you were involved. An investigator will be assigned to your case. If you were a witness to a coach accident (and willing to give your name, etc.) please call this number also. For D-DOT accident, call: Claims Section, Law Dept.-Accidents Involving Passengers/Witness to Accidents call:(313) 224-4550. The motorist should report any accident with a coach resulting in injury or property damage to his/her insurance company.

Rewards

\$50.00 will be paid for information directly leading to the conviction of any person found guilty of maliciously damaging D-DOT property.

\$500.00 will be paid for information directly leading to the conviction of anyone involved in a holdup of any D-DOT employee, including coach operators, while on duty

\$500.00 will be paid for information directly leading to the conviction of any person involved in inflicting bodily harm or injury upon any D-DOT employee, including bus drivers, while on duty.

Mail you information promptly to:

Director, Department of Transportation
1301 E. Warren Ave.
Detroit, MI 48207

Include your own name, address, and telephone number. If you wish your identity to remain secret, mark the envelope "CONFIDENTIAL"

Specialized Services

Accessible Bus Service

The Department of Transportation has fully accessible fleet.

Hearing & Speech Impaired Persons

D-DOT offers route and schedule information to people with hearing and speech disabilities through Telecommunication Device for the Deaf (TDD/TTY) service. The TDD/TTY number is (313) 834-3434. Michigan Voice Relay Service is available to customers using a TDD/TTY for non-TDD/TTY business numbers by calling 1-800-649-3777.

Visually Impaired Persons

D-DOT's "Alternative to Print" program provides printed text information in large print and Braille for people who have vision or reading difficulties. To request or order a copy, please call (313) 933-1300 or 1-888-DDOT-BUS outside of the (313) area code. Hearing Impaired (TDD/TTY)(313) 834-3434.

"Detroit Metro Lift" ADA Complementary Paratransit Service

ADA complementary Paratransit Service is a demand response curb-to-curb transit service for ADA certified consumers. ADA certified individuals may use this service for any trip purpose 24 hours a day. Advance trip reservations are made on a first come first serve basis from one to 8 days in advance. Agents are available to take reservations, assist with itineraries and schedule trips each day (including weekends and holidays) from 8:00am until 4:00pm. Visitors who are certified by another transit system or whose residence is outside the Detroit Metro Lift service area may schedule up to twenty-one (21) days of ADA Complementary Paratransit Service within a calendar year. Applicants determined at the time of certification to require the assistance of another individual will be granted authorization to travel with a Personal Care Attendant (CPA). This attendant is not charged a fee.

Senior Citizens Information

Presently, there is no fare for eligible seniors 65 years or older. All that is needed is a special fare card. There may, however, be a fare when boarding SMART suburban service. Medicare cardholders qualify for the reduced fare program I.D. card. This I.D. card is accepted on both D-DOT and SMART. Senior citizen special fare card applications are available through City of Detroit Neighborhood City Halls; Call D-DOT Customer Service Office-(313)933-1300 or 1-888-DDOT-BUS outside of the (313) area code for more information. For SMART Suburban senior information, call (313) 962-5515.

Special Fare Information

Eligible citizens with disabilities (and appropriate identification cards) may ride at all times for free, if boarding in the City. The fare is discounted if boarding SMART suburban service. Medicare cardholders qualify for the reduced fare program I.D. card. This I.D. card is accepted on both D-DOT and SMART. Information is available from D-DOT at (313) 933-1300 or 1-888-DDOT-BUS outside of the (313) area code. Call (313) 962-5515 for SMART suburban information.

Fares

D-DOT Bus Fares-Fixed Route

Adult Fare-\$1.50

Senior Citizens (with I.D.)-Free

Disabled (with I.D.)-Free

Medicare Card Holders-\$.75, Transfer \$.10

Students (with D-DOT Student I.D.)-\$.75

Students with Detroit Public Schools “pre-paid pass & I.D.”-Free

Children up to 44" tall-Free, limit 3

Transfers

Adult and student-\$.25

Disabled/Senior Citizens-Free with DDOT I.D. card

Special Fares

Central Business District (in bound only between the freeways)-\$.50

Downtown Get Around-\$.50

Trolley-\$.50

Cultural Attractions Trolley-\$.50

For fare information call: D-DOT (313) 933-1300 or 1-888-DDOT-BUS outside of the 313 area code. For SMART suburban fare information call (313) 962-5515.

DDOT Biweekly Go Pass (unlimited riding for two weeks)-\$27.50

Mini-Bus pass (unlimited monthly riding on Downtown Get Around and Trolley)-\$13.00

DDOT Monthly Go Pass-\$47.00

DDOT Weekly Go Pass Fare-\$14.40

Regional Monthly Pass (for riding D-DOT and SMART)-\$49.50. The regional fare allows travel into and around the suburbs.

Exact fare is required when boarding D-DOT buses.

Detroit Metro Lift ADA Complementary Paratransit Fare-\$2.50

Fares are subject to change-see D-DOT fare guide for latest fare information.

Gray Line Sightseeing Tours

D-DOT is the local affiliate of Gray Line Sightseeing Tours. The tours run from May through October and offer a variety of sightseeing opportunities in the metropolitan area. Tour locations include: Downtown Detroit Greenfield Village or Henry Ford Museum, Greektown, Belle Isle, Edsel and Eleanor Ford House, and Detroit’s Historical and Cultural Center (which includes the Museum of African American History and the Motown Historical Museum). Group tours are available and special tours can be designed upon request.

Tickets and Reservations

Call (313) 870-5012 for Customer Service Monday-Friday, 8:30am until 4:30pm

Tours Boarding Locations

Comfort Inn Hotel Lobby, 1999 E. Jefferson, Downtown Detroit Shorecrest Motor Inn Lobby, 1316 E. Jefferson Ave., Downtown Detroit

Marriott Ren Cen Winter Garden, Renaissance Center, Downtown Detroit

Courtyard by Marriott Hotel Lobby, 333 E. Jefferson, Downtown Detroit

Hotel Pontchartrain Lobby, 2 Washington Blvd., Downtown Detroit

Sightseeing tour pickup is available at Hotel St. Regis, 3071 W. Grand Blvd., upon request

Chronological History of Transit in Detroit

1863 Horse-drawn trolley debuts on Jefferson Ave., operated by Detroit City Railway Co.

1892 Electric Streetcar debuts on Jefferson Ave.

1895 Last horse-drawn trolley discontinued.

1900 Detroit United Railway Co., takes over all City transit operations.

1922 Public transit in Detroit municipalized under Department of Street Railways (DSR).

1925 Motorized bus service debuts on Mack Ave.

1956 Last electric streetcar discontinued on Woodward Ave.

1975 Detroit Department of Transportation (DDOT) formed under Detroit City Charter, encompassing public transportation and traffic engineering operations.

- 1987 The Detroit People Mover begins operation: a 1.9 elevated rail system circling the Center Business District.
- 1993 Traffic Engineering operations merge with Department of Public Works (DPW).
- 1994 DDOT and Suburban Mobility Authority for Regional Transportation (DPW) initiate coordination of four (4) routes. With DDOT operating John r, SMART line with service to Troy, Madison Heights and Hazel Park via route 495, all of Fort Street line, with branches of service to Taylor, Ecorse and River Rouge via route 125; Southgate via route 150. SMART assumes E. Jefferson and Michigan operations.
- 1995 Service coordination between DDPT and SMART on the four (4) routes is terminated.
- 1997 Begin ADA Complementary Paratransit Service.
- 2003 DARTA (Detroit Area Regional Transit Authority).

WATER AND SEWERAGE DEPARTMENT

735 Randolph (48226)
(313) 964-9150

Pursuant to the City Charter, the Water and Sewerage Department, which is governed by a seven-member Board of Water Commissioners, provides water and wastewater treatment services within and outside the City.

The City Charter provides that the Board shall periodically establish equitable rates for retail and wholesale water and wastewater services. The Board also authorizes and executes all service and construction contracts. Certain contracting and other policy-making powers of the Board are subject to the approval or rejection of the City Council and the approval or veto of the Mayor.

Members of the Board are appointed by the Mayor and serve four-year terms and the terms are staggered so that no more than two members' terms expire at a time. Board members must be citizens of the United States and residents of Michigan. The City Charter provides that at least four members of the Board must be residents of the City. The Board consists of four City residents (however, there is currently one vacancy), plus three members representing suburban wholesale customers.

The Department is organized into five operating groups: They are Asset Maintenance, Engineering Services, Financial Services, Wastewater Operations and Water Supply Operations.

The Detroit Water and Sewerage Department is a not-for-profit agency and all monies paid to the City for the water and wastewater services rendered by this City department, are used exclusively for the payment of expenses incurred in the provision of these services, including the interest or principal of any obligations issued to finance the water supply and sewage disposal facilities of the City.

EMERGENCY 24-HOUR SERVICE for water main breaks, leaks, low or no water pressure, flooded basements, damaged fire hydrants.....313-267-7401
GENERAL ASSISTANCE for information.....313-964-9000
INDUSTRIAL WASTE CONTROL for spills and illegal dumping.....313-297-5850
CUSTOMER SERVICE regarding bills or accounts313-964-9090

Customer Service Centers

DOWNTOWN - Water Board Building, 735 Randolph (Bates Street Entrance)

Monday-Saturday, 8:30 a.m. to 4:30 p.m.

(Closed on Saturday between 12 and 1 p.m.)

EASTSIDE - 13303 E. McNichols (1-1/2 blocks west of Gratiot)

Monday-Friday, 9:00 a.m. to 5:00 p.m.

WESTSIDE-15600 Grand River (1 blk. west of Greenfield)

Monday-Friday, 9:00 a.m. to 5:00 p.m.: Saturday 8:30a.m. to 4:30pm
(closed on Saturday between 12 and 1p.m.)

The Department also provides two community outreach service programs through its Public Affairs Division.

One, a Speakers Bureau, which is available to schools, community organizations, neighborhood associations and organized groups, provides knowledgeable staff members whose presentations include career information, Department operations and wise water usage for both day and evening meetings. At least a two-week advance reservation is required and requests are required to be in writing. Requests should be made and sent to the Public Affairs Division, 735 Randolph, Ste. #1001, Detroit, MI 48226.

The other, Plant Tours, are provided for school groups and professional organizations, during March and May and September and October. Tour group sizes are limited to a 5-person minimum and/or a 20-person maximum. A two-week advance reservation is required and requests can be made by telephone and/or in writing.

Please be advised that due to safety concerns, children must be at least 12 years of age to be allowed on a tour and persons under the age of 18, must be accompanied by adult escorts.

PLANT TOURS..... (313) 964-9575

SPEAKERS BUREAU (313) 964-9570

Brochures and pamphlets regarding the Department's services and operations are available free in limited quantities from the Public Affairs Division. Also, this and other departmental information can be found on the Web site at www.dwsd.org.

(Detroit City Charter Secs. 7-1501 to 7-1503; City Code Chapter 56, Articles 2 and 3)

YOUTH DIVISION

(A Division of Recreation Department)

65 Cadillac Sq., Ste. #3900 (48226)

Contact Person: Edith Worthy

(313) 224-1117

DREAMING WHILE ACHIEVING

The Empowerment Program is an after school program that provides service to young adults between the ages of 14-18, who reside in the City of Detroit. Our goal is to develop well-rounded young people by offering academic enrichments, college preparatory services, social skills workshops, homework assistance techniques, entrepreneurship training and computer instruction. Services provided between the hours 3:00pm-7:00pm, three days per week. Summer hours (internships and job shadowing experiences) are 9:00am-5:00pm, four days per week.

Staff: Ericka Page, Program Coordinator

Bridget Vance, Asst. Program Coordinator

Angela Eason, Program Advisor

THE S.A.F.E.T.Y. After School Program

The services provided in the After School program in the hours from 3:00pm-8:00pm includes an academic component that involves assisting the students with help in their weak subject areas particularly, English and Math. The program then provides a healthy and complete dinner for all the students. After dinner the students have the opportunity to participate in recreational activities such as, Martial Arts, GIS Geographical Information Systems, Media/Video Arts, Arts and Crafts, Dance (JIT, Ballroom, Modern Dance, Hustle and Ballet), Swimming, Computer Training, etc. It is available for any student who wishes to have more academic assistance to continue with help in that area during the recreational time.

Strong Teens Excelling in Prevention Services (S.T.E.P.S.)

The S.T.E.P.S. program is a State of Michigan licensed prevention program for youth ages 13-17. Between the hours of 4:00pm-7:30pm, teens meet to be educated on the dangers of alcohol, tobacco, violence and sexually transmitted diseases. Basic programming consist of peer mediation, life skills training, conflict resolutions and mentoring. The S.T.E.P.S. program also exposes young people to community service, drug-free recreation and academic tutoring. Program funding is by way of the Bureau of Substance Abuse/Health & Wellness Department and the Department of Human Services.

The S.T.E.P.S. program has been in existence for five years and has built two major partnership/coalitions with the 4-H Community Center & the Neighborhood Service Organization (The Youth Campaign Against Substance Abuse & Violence).

Also, the S.T.E.P.S. program has partnered with the Tri-City Tobacco Reduction Coalition.

ZONING APPEALS, BOARD OF

212 Coleman A. Young Municipal Center (48226)
224-3595 FAX 224-4597

The Board of Zoning Appeals consists of seven members appointed by the City Council for a term of three years. Members must be United States citizens, residents of the City of Detroit, and not members of any other city board, department, commission or any other division of city government. Members may be removed for cause by the Council only after consideration of written charge and a public hearing. Any vacancies are filled by Council for the remainder of the unexpired term.

The Board of Zoning Appeals was established by City Council in accordance with Michigan State Law to hear and decide appeals from, and review any order, requirement, decision, or determination made in the enforcement of the City of Detroit Zoning Ordinance. The Board of Zoning Appeals allows for special cases to be heard where the exact execution of the terms of the zoning ordinance would be overly limiting.

Although the board has certain discretionary powers in making its decisions, these powers have definite limits. The board must always comply with powers granted to it by the local zoning ordinance and state enabling act. Also, the board is not authorized to reverse or adjust any order or decision which conforms to the provisions of the Zoning Ordinance.

The Board of Zoning Appeals hears and decides appeals from, reviews any order, requirement, decision or determination made by an administration official charged with the enforcement of the zoning ordinance. They are also charged with accepting appeals from decisions made by the Buildings & Safety Engineering Department's Hearing Officer.

QUASI-JUDICIAL (Interpreting the Law/Appeals & Variances-Board of Zoning Appeals)

- Interpretation of the ordinance (text & map)-Appeals of administrative decisions (Hardship relief petitions and dimensional variances)
- Appeals of special land uses
- Nonconforming uses/structure

Appeals of the Board of Zoning Appeals are made at the Circuit Court level and are not subject to review or modification by the local legislative or administrative bodies.

The Board of Zoning Appeals meets every Tuesday at 9:00 a.m., in the Auditorium, 13th floor, Coleman A. Young Municipal Center. Special meetings are called as necessary. All meetings are open to the public.

The Board of Zoning Appeals Rules of Procedure is available upon request. (Detroit City Charter Sec. 7-403; Official Zoning Ordinance Sec. 61-2-41)

ZOOLOGICAL, DETROIT INSTITUTE OF
8450 West Ten Mile Road
Royal Oak, MI 48068
(248)-398-0903

BACKGROUND INFORMATION

Detroit Zoological Institute is composed of two facilities: the Detroit Zoo and the Belle Isle Nature Zoo.

DETROIT ZOO

The Detroit Zoological Park is the largest components of the Detroit Zoological Institute. It consists of 125 acres located 10 miles northwest of downtown Detroit.

Opened in 1928, the Detroit Zoo was the first zoo in the United States to use barless exhibits extensively. The Detroit Zoo is a natural habitat for more than 1,500 animals and 700 varieties of trees, shrubbery and flowering plants. Of the 321 species at the Zoo, 64 are officially listed as endangered or threatened and two are extinct in the wild. An additional 51 species are listed in Appendix II of the Convention International Trade in Endangered Species (CITES).

Major exhibits include the Wildlife Interpretive Gallery, Great Apes, Penguinarium, free-flight aviary, Holden Museum of Living Reptiles, giraffes, Siberian tigers, African lions, Grevy's zebras, Bactrian camels, snow monkeys, the prairie dog exhibit, the National Amphibian Conservation Center, and the Arctic Ring of Life, just to name a few.

Popular highlights include the much photographed Rackham Memorial Fountain; the miniature railroad and narrated tractor train tours which carry visitors during the summer; and an extensive interpretive graphic sign age system.

The Detroit Zoo offers a year-round calendar of special events and is open every day except Thanksgiving, Christmas and New Year's.

In 1997, the Detroit Zoo opened a major exhibit, the National Amphibian Conservation Center (NACC). The National Amphibian Conservation Center features hundreds of amphibians and highlights the critical role these fascinating creatures play in the world. The center, located in the front of the park on Island Lake, brings special focus to the worldwide decline of amphibian populations.

This state-of-the-art, \$6 million, indoor, 12,000sq. ft. facility is fully integrated into a recreation of a two-acre Michigan wetland area and pond. The NACC explores concepts of evolution, conservation, biodiversity and extinction. The NACC also explores human's relationship with amphibians. Exhibiting as many as 1,000 amphibians (and a few turtles, fish and birds) the NACC includes rarities like the world's largest salamanders (reaching five feet and 50 pounds) and the most unusual frogs and toads.

The Arctic Ring of Life exhibit, which opened October 2001, takes visitors on a trek to the North Pole. Guests experience the tundra, open sea and pack ice of the Arctic environment, and the animals that are distinctively adapted to life there. This state-of-the-art, \$13.6 million, interactive facility encompasses over 4 acres of outdoor and indoor exhibits, making it the world's largest polar bear exhibit. In addition to seeing a variety of fauna and flora, the exhibit explores the relationship between Arctic people and wildlife. The Arctic Ring of Life features the only Polar Passage, a 70-ft. long clear tunnel in which visitors can get closer to diving and swimming polar bears and seals than anywhere else on earth.

BELLE ISLE NATURE ZOO

The Belle Isle Nature Zoo is currently undergoing renovation but provide some programming, with interpretive staff support from the Huron-Clinton Metroparks, on Saturdays and

Sundays, 10am to 4pm and on weekdays with advance reservations by calling (313) 852-4056.

MISSION STATEMENT

- Demonstrate leadership in wildlife conservation and animal welfare.
- Provide a broad audience with outstanding and unique educational opportunities that lead to the appreciation and stewardship of nature.
- Inspire our community with engaging, meaningful and memorable experiences.
- Provide innovative facilities that contribute to the region's economic vitality.
- Demonstrate organizational excellence consistent with a commitment to outstanding service and progressive resource management.

DETROIT ZOOLOGICAL PARK FEES-2006

Admission/Parking Fees:

Adult, 13-61 \$11.00; Child, 2-12 \$7.00; Senior, 62+ \$9.00; Free Under 2 yrs.
Cars/Vans-\$5.00 per; Buses-\$8.00 per; (Parking fees are paid at Admissions)

Wild Adventure Simulator Rides:

All riders-\$4.00 per; \$30.00 for 10 rides

Miniature Railroad:

All riders-\$2.00 per person, one-way (Daily May-Sept.; weekends in October)

Convenience Rentals:

Single Strollers-\$7.00 (plus \$1 deposit); Double Stroller-\$9 (plus \$1 deposit); Wagons:\$7 (plus \$1 deposit); Wheelchairs-\$10 (valid driver's license required as deposit); Electronic Convenience Vehicles-\$25 (valid driver's license required as deposit-reservations NOT accepted)

Picnic Site Rental:

\$100.00; (Tented sites for a catered event available for additional charge. Please contact our Events Manager at 248-398-0903, ext. 3305).

Group Admission Rates:

Call 248-398-0900, ext. 3300 or 3301 to make a group reservation, Mon.-Sat., 9am to 5pm. To receive Group Admission rates, a reservation must be made at least two (2) weeks in advance and the group must enter together, with one (1) person paying for the entire group.

School Group Rates (Nursery/Pre-School/College)

Groups receiving School Group admission rates must provide one adult (18+ years old) chaperone per ten (10) students, and chaperones must stay with students at all times regardless of age. Students found without a chaperone will be held in the Security Office.

School Groups:

Student-\$5.00; Adult Chaperone-\$5.00

Groups (non-school)-50 or more:

Adults, 13-61 \$9.50; Seniors, 62+ \$8.00; Child, 2-12 \$6.00; Under 2 yrs.-free

Groups (non-school)-500 or more:

Adults, 13-61 \$8.50; Seniors, 62+ \$7.50; Child, 2-12 \$5.50; Under 2 yrs.-free

Senior Citizen Groups (25 or more)-\$5.00 per person:

Disabled Groups are not required to have a minimum group number.

Group Reservations:

Are not available on Sundays, Memorial Day, Independence Day, or Labor Day. The Detroit Zoological Park is closed Christmas Day, New Years Day and Thanksgiving Day. **(Subject to change without notice)**

SPECIAL EVENTS

A number of special days are scheduled each year for the enjoyment of zoo visitors. The following is a list of annual events. Also, be sure to check the zoo's website at

www.detroitzoo.org for additional events, dates and times or call 248-398-0900.

December, January and February: Wild Winter

Escape to the Detroit Zoo this winter and experience an exciting daytime adventure. Wild Winter is a unique fun way to see the magic of animals in winter, indoors and out, and enjoy many family oriented activities.

April: Bunnyville

Guests can hop along the bunny trail collecting treats and enjoying entertainment and costumed characters.

May: Meet Your Best Friend at the Zoo

Visitors to the Detroit Zoo can adopt a loveable pet at the world's largest off-site adoption program. A collaborative effort with the Michigan Human Society and local animal welfare organizations.

May: Victoria Day

The Detroit Zoo welcomes its neighbor across the border. Canadian currency is accepted at par value all day.

June: Sunset at the Zoo

The Detroit Zoological Society's annual fund-raise is held after hours and is the highly anticipated summer kick-off. Each year a special exhibit or animal is celebrated at Sunset. The event features a strolling supper provided by metro Detroit's area restaurants. The entertainment and narrated tractor train tours makes this a memorable event.

July and August: Wednesday Night Concert Series 6:00pm-7:30pm at the Detroit Zoo

Enjoy a special evening at the Zoo every Wednesday night through August. Bring a picnic basket and relax to the sound of a live band. Featuring a variety of music from children's, folk, jazz and reggae, there is truly something for everyone! Concerts are included in regular zoo admission.

September: Senior Day at the Detroit Zoo

All seniors (62 and older) and their caretakers receive FREE admission, parking and tractor train rides. Community groups provide health screenings and useful information targeted for seniors.

October: Zoo Boo

Zoo Boo is the Detroit Zoo's annual Halloween event, offering a safe and "merry not scary" environment. The event features a half-mile cleverly decorated trick or treat trail that winds throughout the park. Live, friendly entertainment sets a festive mood. This event is always a sell out! Advanced tickets only available through Ticketmaster.

AWARDS

The Institute's efforts and accomplishments were also noted through winning several prestigious awards in 2002. The Arctic Ring of Life was presented with a Congressional Record Declaration by Senator Carl Levin; it won the Metro Detroit convention and Visitors Bureau "Tourism Award"; and the Polar Passage was voted "Best Tunnel" by Detroit News readers. The National Amphibian Conservation Center (NACC) won the AZA National Exhibit Award and the Institute won a Caddy Award for the NACC's "Hippity-Hop" commercial. The Belle Isle Zoo was voted "Best Place to See nature in the City" by Metro Times Magazine. In a tough economic climate with budget cuts, the zoo continued to service its guests with world class service and ended the year with an increase in attendance.

GENERALIZED CITY OF DETROIT INFORMATION
CITY SEAL

The design of the City seal was adopted March 26, 1827. It commemorates the fire of June 11, 1805.

The mottoes are:
“SPERAMUS MELIORA”
(We hope for better things)

and

“RESURGET CINERIBUS”
(It shall rise again from the ashes)

(See Common Council Journal for March 26, 1827, Page 54 and March 2, 1954)

POPULATION OF DETROIT

U.S. Census

1900	285,704	1950.....	1,849,568
1910	465,766	1960.....	1,670,144
1920	993,739	1970.....	1,511,482
1930	1,586,662	1980.....	1,203,368
1940	1,618,549	1990.....	1,027,974
2000.....	951,270	2005.....	Estimate 886,671

AREA:

139.6 square miles

ELEVATION ABOVE SEA LEVEL

600 feet - Old City Hall site

641 feet - 8 Mile and Woodward Avenue

OFFICIAL FLAG OF THE CITY OF DETROIT

In 1907, David E. Heineman, then alderman of the first ward, designed a city flag and had a sketch made, the original of which is in the Art Museum.

On April 20, 1948, the Common Council officially adopted the flag as designed, which has the official seal in the center and is surrounded by the 13 stars of the original American flag, and symbols from both the French and English flags in commemoration of the pioneers of Detroit.

On October 25, 1974, the flag design based on the sketch of David E. Heineman, but which incorporate a more accurate version of the city seal, complete with the words “City of Detroit” and “Michigan”, was adopted by the City Council as the one and only official design for the flag of the City of

CITY AND SCHOOL TAX RATE

The City of Detroit administration and the Detroit Board of Education are by law separate entities, each possessing the authority to determine its own budget and tax rate within limits set by state law.

The City of Detroit tax rate is computed annually by dividing the tax levy as determined by the Mayor and the City Council by the total assessed valuation of real and personal property.

The Detroit Board of Education tax rate is computed separately. The tax levy is determined annually by the school board.

SPIRIT OF DETROIT

On the Woodward Avenue facade of the Coleman A. Young Municipal Center stands the great Symbol Wall which identifies the building and its purpose. On its 36ft. by 45ft. Vermont marble surface are carved the official Seals of the County of Wayne and the City of Detroit, each measuring 10 ½ feet in diameter.

Below these is the carved inscription from II Corinthians 3:17 - "Now the Lord is that Spirit and where the Spirit of the Lord is, there is Liberty" - which expresses the very meaning and spirit of the activities which the building was designed to house.

Furthering and completing this theme is the monumental bronze figure in front of the wall. This huge kneeling figure towers 16 feet above the ground and, with its curving marble pedestal, completes the Symbol Wall design.

The sculpture was designed by Marshall M. Fredericks to continue the thought indicated in the inscription and express in its conception the spirit underlying all human ideas the relationship of God to man. The main figure, cast of green painted bronze, represents the universal spirit of man as an expression of God, holding in the left hand the symbol of God, executed in gilded bronze, in the right hand a family group, mother, father, child, probably the noblest human relationship, also in gilded bronze.

The Symbol of the Deity was chosen by the sculptor after much research and consultation from many, many symbols used throughout history to depict the Almighty. The most significant have been incorporated in the design of which the sphere is the central point, chosen because it is an object complete in itself with no beginning and no end. The rays emanating from the sphere represent all light and life as coming from one central point.

The sculpture was dedicated in September, 1958.

Page

A

Accounts Division.....	21
Adult Education Schools	17
Airport Department..	1
Affirmative Action...	39
Alley Closing	56,57
Ammendments, City Charter	7
Annual Report.....	2,54,56
Arts Department.	1
Assessment Division	21
Auditor General	2

B

Belle Isle Zoo & Aquarium	81
Birth & Death Certificates	28,29
Board Of Education	18
Board Of Health.	28,29
Board Of Review	21
Board Of Tenant Affairs	34,35
Board Of Zoning Appeals.....	77
Budget Department..	3
Building & Safety Engineering.	4
Advisory Boards & Commissions	5
Community & Economic Development	50
Community Services Commission.. ..	49
Complaints	49,50
Consumer Affairs.....	13
Corporation Council	42
Council Of The Arts.	1,2
Court Enforcement & Zoning Unit.	6

D

Death Certificates	28
Detroit City Airport	1
Detroit City Code.....	7,8
Detroit Historical Society	32,33
Detroit Housing Commission	34

Building Inspection Division	4
Codes Enforced & Sold	6
Electrical Inspection Division.....	5
Licenses & Permits Division	5
Plumbing & Housing Inspection ...	5

C

Cable Communications Commission.....	7
Candidates, Method Of Becoming.. ..	17
Census	84
Detroit Population.....	84
School Population	18
Citizens Information Service	7
Citizens Radio Patrol	8
City Charter...	8
City Clerk	ii,7
City Clerks From 1824...	9
City Council..	9
Coleman A. Young Municipal Center ..	86
City Elections & Primaries	16
City Engineering Department	58
City Planning Commission	11
City Seal..	84
Civic Center Department	12
Detroit Wayne Joint Bldg. Authority....	17
Directory Of Officials.....	V,7,8
Discrimination	42
Dossin Great Lakes Museum.....	34

E

Education, Board Of	17,18
Adult Education Schools	18
Number & Type Of Schools	18
Election Commission	15
Candidates, Becoming One..	17
Charter Ammendments	17
City Elections	16
Initiative, Referendum & Recall	17

Nominating Petitions	17
Precinct Maps & Directories	17
Registration & Transfers.	16
Electrical Inspection Division... ..	5
Emergency Medical Service	26
Emergency Preparedness	27
Employees Benefit Plan.	25
Employment & Training Department ...	18
Employment, City	36,37
Employment Opportunities..	18
Engine House Locations	27
Engineer, City	58

Page

Environment Protection & Maintenance	58
Environmental Control ..	58

F

Finance Department.	20
Accounts Division.....	21
Assessment Division.	21
Purchasing Division..	23
Treasury Division	23
Debt Management Division.	24
Income Tax Division.	25
Retirement Systems Division.....	25
Risk Management Division	25
Fire & Police Retirement System ...	25
Fire Department.	26
Flag, City Of Detroit	85
Forestry & Landscape.....	61

L

Labor Relations Division.....	42
Land Use Map.....	51
Landscape & Forestry	61
Law Department.	42
Legislative Powers (City Council)..	9
Library Commission	42
Licenses & Permits (B.& S.E.).	5
Licenses & Permits (Consumer Affairs).13	
Lighting Department, Public	55

M

Maps

Fort Wayne Military Reservation	33
--	----

G

Garbage & Rubbish Disposal	56
-----------------------------------	----

H

Health Department... ..	28
Birth & Death Records	32
Health Centers.....	30
Herman Kiefer Hospital..	28
Historic Designation Advisory Bd..	32
Historic District Commission	32
Historical Department.....	33
Historical Museum.....	33
Historical Society	33
Housing Department	34
Board Of Tenant Affairs.	34,35
Facilities... ..	35
Policies.....	35
Housing Inspection ..	5
Human Rights Department ..	39
Human Services	40
Human Resources Department	37

I

Information Service, Citizens	7
Information, TIP	43

Page

J

Journal Of The City Council	9
Judges, Election Of ..	16
Land Use ..	50
Precinct	17
Master Plan ...	50
Mayor's Office... ..	iii,45
Mayor's Of Detroit Since 1824	46
Museums	
Art	1
Fort Wayne Military Reservation	33
Historical..	33
Municipal Code Book.....	7
Municipal Parking.....	48
Auto Parking Division	48
Parking Enforcement Division....	48

N	
Neighborhood City Halls	49
Neighborhood Opportunity Fund.....	17
Nominating Petitions	16
Non-Partisan Primaries	16

O	
Office Of Emergency Preparedness .27	
Ombudsman	50
Ordinances	7
Enactment Of	7
Initiative & Referendum	16

P	
Parking Dept., Municipal.....	48
Parking Enforcement Division..	48
Parks..	59
Pensions	25
Personnel Department.....	37
Petitioning City Council	10
Planning Commission	11
Planning Department	50
Plumbing & Housing Inspection.....	5
Police & Fire Retirement System	25
Police Department.....	51
Criminal Investigation Bureau	53
Eastern & Western Operations	52
Management Services	53
Precinct Locations.....	54
Retirement Systems	25
Review Of Tax Assessments	21
Rubbish & Garbage Disposal	56

S	
School Population	18
Schools	18
Adult Education	18
Seal Of The City	84
Senior Citizens Department	65
Sewage Disposal & Treatment	56
Solid Waste Management	56
Special Elections	15,16

Primaries & Elections	16
Public Buildings.	57
Lighting Of.....	55
Maintenance..	34
Public Housing...	34
Public Information Department	12
Public Library	43
Public Lighting Department.	55
Public Schools.....	18
Public Works Department.....	56
DPW Assistance Center..	58
Environmental Control	58
Solid Waste Management	56
Street Maintenance & Construction. .57	
Purchasing Division.	23

Q	
Qualifications (Elected Officials)	
City Clerk.	7
City Council..	9,10
Mayor.	45

R	
Radio Patrol Program.....	8
Recreation Department	59
Forestry & Landscape Division	61
Recreation Centers.....	59
Referendum, Initiative, Recall	17
Registration For Voting	17

Page	
Spirit Of Detroit.	86
Street Lighting	55
Street Maintenance & Construction .57	

T	
Taxes, Assessment Method..	22
Taxes, Rates	85
T.I.P., Information	43
Transportation Department	65
Treasury Division	23

V	
Vehicle Management	66
Voting	15

W

Water & Sewerage Department73

Y

Youth Department.....74

Z

Zoning Appeals Board...77

Zoning Ordinances...77

Zoological Park..78

